



# HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/15/11  
TOTAL NUMBER OF EMPLOYEES TRAVELING: 5

DEPARTMENT NAME: APPLICATION FOR OFFICIAL TRAVEL  
NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture, Brad Cowan, CEA-Ag, Nora N. Garza, CEA-Family Resources, Adelita F. Munoz, CEA-FCS and Alonso Lopez, 4-H Outreach Coord.  
TRAVELING: \_\_\_\_\_

**EVENT INFORMATION**

TITLE OF EVENT: District 12 Program Planning Workshop  
EVENT DATE(S) FROM: 09/20/11 TO: 09/21/11  
DEPARTURE DATE: 09/20/11 RETURN DATE: 09/21/11  
LOCATION OF EVENT: CITY: Kingsville STATE: Texas

**PURPOSE OF TRAVEL**

Place an "X" by the applicable purpose of the trip.

- To obtain statutorily required continuing professional education.
- To obtain continuing education related to an employee's work or maintenance of a license or certification.
- To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- To participate in professional organizations related to the employee or official's job assignment.
- To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- To pursue the County's interests in litigation or criminal justice.
- To promote the economic development interests of the County.
- To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

**JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE**

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$300.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 300.00		BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** _____
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$360.00		
11. MEALS	\$210.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 580.00		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 860.00		

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

**ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)**

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: Barbara Storz DATE: 8/15/11 DEPARTMENT CONTACT PERSON: NoraLindaCruz PHONE NO.: 3837026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): <u>L. Cannon</u>	DATE: <u>8-19-11</u>	REVIEWER'S SIGNATURE: <u>[Signature]</u>	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): <u>Seigie Cruz</u>	DATE: <u>8-19-11</u>	SIGNATURE OF DBM DEPARTMENT HEAD: <u>[Signature]</u>	PHONE NO.:

*Rec'd 8/18/11  
ms*



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/18/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2+A8
DEPARTMENT NAME: VETERANS SERVICES
NAME & TITLE OF EMPLOYEE(S) TRAVELING: EMILIO DE LOS SANTOS, FELIX RODRIGUEZ

EVENT INFORMATION

TITLE OF EVENT: 64TH ANNUAL STATEWIDE TRAINING CONFERENCE
EVENT DATE(S) FROM: 09/12/11 TO: 09/15/11
DEPARTURE DATE: 09/12/11 RETURN DATE: 09/15/11
LOCATION OF EVENT: CITY: HOUSTON STATE: TEXAS

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
X To obtain statutorily required continuing professional education.
X To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

To maintain certification in order to remain a County Veteran Service Officer

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, and MODE OF TRAVEL. Includes rows for registration fees, airfare, taxi, bus, rental car, gas, mileage, telephone calls, parking, lodging, meals, and other expenses. Total estimated travel expenses: 383.29.

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

TVC will be paying for lodging and meals.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored.
X Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 8/18/2011 DEPARTMENT CONTACT PERSON: V-RICO PHONE NO: 8-4976

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

ACCT # - 1-1100-444-00-370-001-0-583

HIDALGO COUNTY BUDGET OFFICE

\*

SEP 18 10 29 AM '11