



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 11/04/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: Oil and Gas Training
EVENT DATE(S) FROM: 11/29/11 TO: 11/29/11
DEPARTURE DATE: 11/29/11 RETURN DATE: 11/29/11
LOCATION OF EVENT: CITY: Corpus Christi STATE: Texas

PURPOSE OF TRAVEL

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

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel Expenses.

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.

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: [Signature] DATE: 11/4/11 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 383-1026

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:

Brad Cowan

From: Monty Dozier
Sent: Tuesday, September 06, 2011 3:44 PM
To: EXT - D11 CEA ANR; EXT - D12 CEA ANR; EXT - D9 CEA ANR
Cc: Dale Fritz; Vincent Mannino; Linda Willis; Donnie Montemayor; Ruben Saldana; Pete Gibbs; Marvin Ensor; Galen Chandler; Ronald Woolley
Subject: Oil and Gas training rescheduled

The oil and gas training that was originally scheduled for November 11 has been moved to **Tuesday, November 29, 2011**. After several emails, I realized I had planned this on a County Holiday (yes I am an Aggie). Sorry for that mistake. I know several of you indicated that you planned to attend anyway. However, I was able to visit with the speakers and they indicated that Nov. 29 was good for them and they suggested we move to that date. This will also get us off the San Antonio Farm and Ranch Show.

The training will still be held at the District 11 Research and Extension Center and is slated to begin at 9:00 am with registration and presentations will start at 9:15 am. We will conclude at 3:00 pm.

Mark Ellison, Director for Corporate Relations with the Texas A&M Energy Engineering Institute, is working with me to organize the program topics and securing key presenters.

Some of the topics to be covered include:

- process oil companies go through to identify a location for a well site
- basics of well drilling
- fracing of wells
- fracing media
- putting a well on line
- pipeline right-a-ways and easements
- salt water disposal well operations and concerns
- plugging abandoned wells
- livestock and wildlife risks associated with oil and gas production

This should be an excellent training and the speakers plan to hold a q and a session with you to ensure all questions you may have related to this topic are covered.

If you have oil and gas production in your county, please mark this training on your calendar and plan to attend. I think this should prove to be an excellent training opportunity. RSVP to me via email.

Thanks

Monty

Monty C. Dozier, PhD
Associate Professor and South Region Program Specialist - ANR
Texas AgriLife Extension Service
P.O. Box 2150
Bryan, TX 77806-2150
(979) 845-6800

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 11/3/2011

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 11/29/2011 To: 11/29/2011
Estimated Time Leave: 5:00 AM Est. Time Return: 7:00 PM
Destination: Corpus Christi, Texas
Reason for Trip: Oil & Gas Training

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Brad Cowan ✓
DL Number: DL#07015432 ✓ (Texas Only)
Birth Date: 9/7/1954 ✓
Expiration Date: 9/7/2013 ✓

Checklist:
Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: 1FTWW30525EB48635 ✓
Tag Number: 884-793 ✓
Asset Number: 42595 ✓

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. King
Department Head/Designee

Dated: 11/3/2011

D.B.M. Safety Division Checked Insurances:

Date: 11/4/11 3:19 PM