



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 12/06/11

TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Hidalgo County Extension Service

NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture and Nora N. Garza, CEA-Family Resources

EVENT INFORMATION

TITLE OF EVENT: Food Based Business Training

EVENT DATE(S) FROM: 01/05/11 2012 TO: 01/05/11 2012

DEPARTURE DATE: 01/04/11 2012 RETURN DATE: 01/05/11 2012

LOCATION OF EVENT: CITY: San Antonio 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 <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$70.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 70.00	\$	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	\$ -		
8. TELEPHONE CALLS	\$ -		** 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.
9. PARKING	\$ -		
10. LODGING	\$99.24		
11. MEALS	\$72.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 171.24		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 241.24	\$	

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:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
<i>Barbara Storz</i>	<u>12/6/11</u>	<u>Nora Linda Cruz</u>	<u>383-1026</u>

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:	

cc 12/20/11

**Food Based Business Training for County Extension Agents
Understanding the New Regulations and Impacts on Extension Programming
January 5, 2012
La Quinta Inn –Medical Center
San Antonio, TX**

- 8:15 Registration & Coffee
- 8:45 Welcome
- 9:00 Impact of New Laws on Food-Based Businesses
- 9:45 Zoning Restrictions & Cottage Industry Laws
- 10:30 Break
- 10:45 Food Safety Issues & Regulations from Farm to Processing to Customers
- 11:45 Lunch on Site
- 12:30 Breakout Sessions (45 minutes per topic)
- | ANR: | FCS: |
|------------------------------------|---|
| Backyard Poultry & Egg Laws | Food Preservation Issues & Concerns for Home Based Businesses |
| Organic Certification Requirements | Food Safety and GAPS (Good Ag Practices) Certification |
- 2:00 Farmers Markets: Types, Structure, and Certification Requirements
- 2:45 State Organic Program Initiative Update
- 3:00 Program Opportunities for Extension & Idea Sharing
- 3:45 Closing Comments
- 4:00 Adjourn

Nora Cruz

From: LQ6108GM@laquinta.com
Sent: Tuesday, December 06, 2011 11:40 AM
To: Nora Cruz
Subject: Reservation Confirmation

12/6/2011 12:39:52 PM

NiteVision 2010 SP0 HF2 P



La Quinta Inn & Suites Conference Ctr/Medical Ctr
4431 Horizon Hill Blvd
San Antonio, TX 78229
(210) 525-8090

RESERVATION CONFIRMATION

Confirmation#: 6108166320
Barbara Storz
-
EDINBURG, TX 78541

Arrival Date: 1/4/2012
Departure Date: 1/5/2012
Number of Nights: 1
RoomType Reserved: DDR - 2 DOUBLE BEDS

Adults/Children 1/0
Method of Guarantee:
Deposit Required/Received: /
Deposit Due: due by
Total Estimated Stay: \$99.24

Rate Detail: **Room Charges:** \$85.00
Taxes: \$14.24

Thank you for choosing La Quinta Inns & Suites for your upcoming hotel stay. Please contact us at least 24-hours before check-in should your travel plans change.

Plan your next stay with La Quinta Inns & Suites on LQ.com where you'll find the best rates online. Choose from hundreds of hotels across the U.S., Canada, and Mexico offering free high-speed Internet access, Free Bright Side Breakfast, and comfy beds.

Sincerely,

La Quinta Inns & Suites
wake up on the bright side

Nora Cruz

From: Barbara Storz
Sent: Sunday, December 04, 2011 10:52 AM
To: Nora Cruz
Subject: FW: agent training opportunity
Attachments: food based training agenda.docx

Nora Linda: I need all of the travel arrangements on this. Maybe Jennifer Herrera and I can share the room and the ride in my County truck. I did not ask her, as this was not out yet. Help!!!
Barbara

From: Monty Dozier
Sent: Friday, December 02, 2011 2:32 PM
To: EXT - South Region CEA ANR; EXT - South Region CEA 4H; EXT - South Region CEA FCS
Cc: Elaine Fries; Ruben Saldana; Dale Fritz; Vincent Mannino; Linda Willis; Donnie Montemayor
Subject: agent training opportunity

As mentioned earlier, a special food-based business training is set for January 5, 2012 at the La Quinta Inn and Suites – medical Center in San Antonio. The hotel is located at 4431 Horizon Hill Blvd in San Antonio and their phone number is (21) 525-8090. An agenda is attached.

The cost of the training will be \$35.00 which includes lunch and is the registration deadline is Tuesday, December 20, 2011. Preregistration is required and no late registrations will be taken at the door. Registration is being handled through conference services and can be done by clicking on the following link:

<https://agriliferegister.tamu.edu/events/details.cfm?id=976>

Thank you for your attention to this matter and this will serve as your authorization to attend the food-based business agent training and charge expenses to your regular out-of-county travel.

Have a great weekend.

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
Fax: (979) 845-6501

Nora Cruz

From: Barbara Storz
Sent: Sunday, December 04, 2011 11:05 AM
To: Nora Cruz
Subject: FW: Request

Nora: Here is extra backup for January 5, travel. I have served on the organizing committee for this training.
thanks,
Barbara

From: Monty Dozier
Sent: Friday, December 02, 2011 2:16 PM
To: Barbara Storz
Subject: Request

Barbara:

Hope you are feeling better. Sorry to hear about your and your husband's health issues. Please let me know if I can do anything for you. I have you on my prayer list.

If you are planning on coming to the home-based business agent training in San Antonio on January 5, 2012, I would like for you to sit on the panel that will be discussing Farmers markets : types, structure and certification requirements. We are also working on getting a local producer and farmers market association member to be on the panel as well. The panel discussion will take place at 2:00 pm for 45 minutes.

Thanks and have a great and restful weekend.

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
Fax: (979) 845-6501

Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service
DATE: 12/6/2011

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 1/4/2012 To: 1/5/2012
Estimated Time Leave: 1:00 PM Est. Time Return: 9:00 PM
Destination: San Antonio, Texas
Reason for Trip: Food Based Business Training

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

Name of Driver: Barbara Storz
DL Number: #10272682 (Texas Only)
Birth Date: 1/20/1945
Expiration Date: 1/20/2014

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

Name of Driver: Nora N. Garza
DL Number: #17958966 (Texas Only)
Birth Date: 3/22/1955
Expiration Date: 3/22/2017

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

Vehicle VIN#: #1FTRX17W22NA62928
Tag Number: #824-672
Asset Number: #37765 - 2002 Ford F150 Pickup

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

Signed: Barbara C. Storz
Department Head/Designee

Dated: 12/6/2011

D.B.M. Safety Division Checked Insurances:

Date: 12/16/11 4:00pm