



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DEPARTMENT NAME: Hidalgo County Environmental Compliance
DATE OF REQUEST: 01/31/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Oscar Omar Salinas

EVENT INFORMATION

TITLE OF EVENT: Storm Water Construction Activities Qualified Personnel Training
EVENT DATE(S) FROM: 02/22/12 TO: 02/22/12
DEPARTURE DATE: 02/21/12 RETURN DATE: 02/22/12
LOCATION OF EVENT: CITY: San Antonio 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.
x 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.

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.
receive training on the requirements of a storm water pollution prevention plan for construction sites that we will be inspecting. The course will show us how to evaluate this plans and inspect sites to insure they are being implemented properly by contractors, engineers and developers.

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

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:
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.
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
x

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: 2/9/12 DEPARTMENT CONTACT PERSON: Laura Torres PHONE NO.: X#4850

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:



# Purchase Order

## COUNTY OF HIDALGO

PO#: 670185

DATE: 01/31/12

Page No 1 Of 1

VENDOR: 312177

REQ:00210334

Email:

Phone: (866) 878-8900

TEEX

EMERGENCY SERVICES TRAINING INSTITUTE

301 TARROW

COLLEGE STATION TX 77840-7896

Vendor Acct:

BUYER:

SHIP TO: EXECUTIVE OFFICE

2818 S BUSINESS HWY 281

EDINBURG TX 78539

CONTACT: Valde Guerra

(956) 292-7025

SITE: EXECUTIVE OFFICE

Contract No:

Special Instructions:

**VENDOR NOTES**

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	EACH	ED REGISTRATION FEE FOR OSCAR OMAR SALINAS TO ATTEND STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING IN SAN ANTONIO, TX. ON FEBRUARY 22, 2012	195.00	195.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		195.00
		*****		
		For Hidalgo County use only		
		2-1100-413-00-125-001-0-584	195.00	
		Approved		
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Authorized by: \_\_\_\_\_

*Marta L. Salazar* <sup>new</sup>



# Purchase Order

## COUNTY OF HIDALGO

PO#: 670183

DATE: 01/31/12

Page No 1 Of 1

VENDOR: 390577

REQ:00210336

Email:

Phone:

SALINAS, OSCAR  
C/O EXECUTIVE OFFICE

BUYER:

SHIP TO: EXECUTIVE OFFICE  
2818 S BUSINESS HWY 281  
EDINBURG TX 78539

Vendor Acct:

CONTACT: Valde Guerra (956)292-7025

SITE: EXECUTIVE OFFICE

Special Instructions:

Contract No:

**VENDOR NOTES**

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3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
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5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	EACH	EX (BREAKFAST) FOR TRAVEL TO SAN ANTONIO, TX FOR STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING ON FEBRUARY 22, 2012	9.00	9.00
1	EACH	EX (LUNCH) FOR TRAVEL TO SAN ANTONIO, TX FOR STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING ON FEBRUARY 22, 2012	12.00	12.00
2	EACH	EX (DINNER) FOR TRAVEL TO SAN ANTONIO, TX FOR STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING ON FEBRUARY 22, 2012	18.00	36.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		57.00
		*****		
		For Hidalgo County use only		
		2-1100-413-00-125-001-0-583		57.00
		Approved _____		

Authorized by: \_\_\_\_\_

*Marta R. Salazar* *meu*



# Purchase Order COUNTY OF HIDALGO

PO#: 670181

DATE: 01/31/12

Page No 1 Of 1

VENDOR: 339733

REQ:00210330

Email:

BUYER:

Phone: (210) 337-7171

SHIP TO: EXECUTIVE OFFICE

LA QUINTA INN ALAMO SOUTH

2818 S BUSINESS HWY 281

3180 GOLIAD RD

EDINBURG TX 78539

SAN ANTONIO TX 78223

Vendor Acct:

CONTACT: Valde Guerra

(956) 292-7025

SITE: EXECUTIVE OFFICE

Special Instructions:

Contract No:

### VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1	NGT	CO HOTEL ACCOMODATIONS FOR OSCAR OMAR SALINAS TO ATTEND STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING IN SAN ANTONIO, TX. ON FEBRUARY 22, 2012	80.00	80.00
1	EACH	CO HOTEL TAXES (%16.75) STORM WATER CONSTRUCTION ACTIVITIES QUALIFIED PERSONNEL TRAINING	13.40	13.40
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		93.40
		*****		
		For Hidalgo County use only		
		2-1100-413-00-125-001-0-583	93.40	
		Approved _____		

Authorized by: Martina S. Salazar