



OFFICE OF THE COUNTY FIRE MARSHAL
County Of Hidalgo

MEMORANDUM

"In remembrance of those before us."

TO: Raymundo Eufrazio, C.P.A.
Hidalgo County Auditor

FROM: Juan Martinez
Hidalgo County Fire Marshal *JM*

DATE: February 16, 2012

SUBJECT: Travel to attend the Texas Forest Service
Qualifications Working Group

I am requesting your permission to issue a travel advance check in the amount of \$117.00 to attend the Texas Forest Service – Qualifications Working Group Seminar in Grand Prairie, Texas, March 1-2, 2012.

Bob Koenig, State Incident Management Team Coordinator has informed me that an agenda is not available until next week. The only information I have is the attached E-Mail from him.

As indicated by Bob Koenig, all expenses will be reimbursed by their agency, and I in turn will submit reimbursement to Hidalgo County.

STATE OF TEXAS

Juan Martinez

From: Koenig, Bob [bkoenig@tfs.tamu.edu]
Sent: Tuesday, January 31, 2012 7:27 AM
To: Jon Reese; Juan Martinez; Patrick Hughes; Scott Parker; Tim Ocnaschek; Tommy Gonzalez (thomas.gonzalez@dps.texas.gov)
Cc: Koenig, Bob
Subject: Qualifications Working Group Meeting

All,

As previously announced, the Qualifications Working Group will meet March 1 and 2, 2012 in Grand Prairie. Lodging, mileages and meals are covered. I need to know by close of business tomorrow if you or a representative from your organization will be attending.

If you have any questions please give me a call.

Thanks,

Bob

Bob Koenig
State Incident Management Team Coordinator
Chief, Incident Response Training
Incident Response Department
Texas Forest Service
200 Technology Way, Suite 1162
College Station, Texas 77845
Phone: 979-450-8659
Fax: 979-458-7314



TEXAS FOREST SERVICE



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	<u>Juan Martinez</u>	EMPLOYEE I.D. NO.:	<u>138126</u>	EMPLOYEE TITLE:	<u>Fire Marshal</u>	
DEPARTMENT:	<u>Fire Marshal</u>	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	<u>No</u>			
DEPARTURE DATE:	<u>2/29/12</u>	RETURN DATE:	<u>3/2/12</u>			
TIME OF DEPARTURE:	<u>8:00 AM</u>	TIME OF RETURN:	<u>10:00 PM</u>			
TO CITY:	<u>Grand Prairie</u>	STATE:	<u>Texas</u>			
SEMINAR/CONFERENCE/MEETING:	START DATE:	<u>3/1/2012</u>	END DATE:	<u>3/2/2012</u>	ACTUAL NO. OF DAYS	<u>2</u>
TITLE OF WORKSHOP/CONFERENCE:	<u>Texas Forest Service - Qualifications Working Group</u>					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	<u>County Vehicle</u>	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	<u>N/A</u>					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	<u>Yes</u>	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:	<u>Trainings of this nature will keep me abreast of new and changing procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.</u>					

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)

Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		29-Feb	1-Mar	2-Mar					
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00					\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$36.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117.00

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type:	days @ \$	20.00	\$	-
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III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ _____

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

_____ \$ _____

_____ \$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME _____ **VI. TOTAL TRAVEL ADVANCE REQUESTED:** \$ **117.00**

VII. COMMENTS: _____ **VII. GENERAL LEDGER ACCOUNT NUMBER:** _____

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

	Juan Martinez <small>DEPARTMENT OFFICIAL'S NAME (Print Name)</small>	<small>DEPARTMENT OFFICIAL'S APPROVAL (Signature)</small>
EMPLOYEE SIGNATURE		



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/16/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Fire Marshal

NAME & TITLE OF EMPLOYEE(S) TRAVELING: _____

EVENT INFORMATION

TITLE OF EVENT: Texa Forest Service - Qualifications Working Group

EVENT DATE(S) FROM: 03/01/12 TO: 03/02/12

DEPARTURE DATE: 02/29/12 RETURN DATE: 03/02/12

LOCATION OF EVENT: CITY: Grand Prairie 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.

Trainings of this nature will keep me abreast of new and changing procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

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)	\$ -		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$ -	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	\$ -		
11. MEALS	\$ 117.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 117.00		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 117.00	\$ -	
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: DATE: 2/16/12 DEPARTMENT CONTACT PERSON: Yolanda Orozco PHONE NO.: 318-2656

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:	