



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/15/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Health & Human Services
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Todd Buster

EVENT INFORMATION

TITLE OF EVENT: Advance Animal Cruelty Investigations
EVENT DATE(S) FROM: 03/06/12 TO: 03/07/12
DEPARTURE DATE: 03/06/12 RETURN DATE: 03/07/12
LOCATION OF EVENT: CIT San Benito 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.

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 obtain CEU's Hours to renew Animal Control License

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)	\$225.00		AIRFARE* _____
Subtotal for Object Code 584	\$225.00	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY			Rental Car** _____
3. TAXI FARE	\$-		County Vehicle* <input checked="" type="checkbox"/>
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			
12. OTHER EXPENSES			
Subtotal for Object Code 583	\$-		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$225.00	\$	

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.: _____

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: _____

**HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 2 OF 2**

DEPARTMENT: Hidalgo County Health & Human Services

DEPARTURE DATE: 3/6/2012 RETURN DATE: 3/7/2012

TO CITY: San Benito STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Todd Buster

TOTAL# OF EMPLOYEES ATTENDING SEM 1

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL: _____ HOTEL PHONE NO: _____

ADDRESS OF HOTEL: _____ CONFIRMATION NO.(s): _____

ROOM RATE: _____ PURCHASE ORDER NO. _____

NUMBER OF NIGHTS: _____ GENERAL LEDGER ACCT NO: _____

ROOM RATE: _____ TOTAL NO. OF ROOMS: 3

NUMBER OF NIGHTS: _____

ROOM RATE: _____ HOTEL TAX RATE: _____

NUMBER OF NIGHTS: _____

TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) \$-

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO _____ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____

ADDRESS OF CAR RENTAL COMPANY: _____
required for every group of 4 or less employees traveling.

PHONE NUMBER OF CAR RENTAL COMPANY: _____

VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____

DAILY CAR RATE: _____ DAILY CAR RATE: _____

NUMBER OF DAYS: _____ NUMBER OF DAYS: _____

CONFIRMATION NO.: _____ CONFIRMATION NO.: _____

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____

PURCHASE ORDER NO. _____ GL ACCT NO: _____

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) \$-

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____

ADDRESS OF AIRLINE COMPANY: _____

PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____

ROUND TRIP AIRFARE PER PERSON: _____

NUMBER OF TRAVELERS: _____

GENERAL LEDGER ACCOUNT NUMBER _____ P.O. NO. _____

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY \$-

SUBTOTAL (B+C+D) \$-



REOTE COURSE FLYER
TEXAS ACADEMY of ANIMAL CONTROL

DSHS-TACA – TCLEOSE APPROVED CE TRAINING COURSE HOSTED BY
CAMERON COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES

979/542-5010

~~542~~
542-4969

ADVANCED ANIMAL CRUELTY
INVESTIGATIONS

COURSE OFFERED

TUE 06 - WED 07 MARCH 2012

COURSE DATES

CLASS BEGINS PROMPTLY AT 08:30

San Benito CO. Annex
1390 W. Expressway 83, San Benito, TX

COURSE LOCATION

TUITION \$250- \$225 EARLY REGISTRATION BY 24 FEB
REGISTRATION DEADLINE IS 0 MARCH

REGISTER AT: register@txacademyaco.com

Full Name, L4SS#, Department, Name, Date & Location of Class

CLASS REQUIRES 15 STUDENTS TO MAKE, LIMITED TO 50

Manuals & Certificates provided

Chief Alan Spence & Amy Perrenot Instructors

You may have taken a number of animal cruelty Investigation courses in the past, but we assure you, you have never taken one like this. The **TAACO ADVANCED ANIMAL CRUELTY INVESTIGATIONS COURSE** is like no other. It is a full 16 hours of in depth training in, Criminal & Civil Law, pertaining to animal cruelty due to either neglect or malicious intent. **Blood sports** (dog & cock fighting) are covered, as well as **pet hording/collecting**. Every aspect of animal cruelty and/or abuse is covered.

A substantial block on animal **health and nutrition** (small and large) is also included. This allows the officer to better educate the offender to possibly gain compliance rather than having to seize the animals. **Animal condition scoring** and veterinary evaluations are covered. With the dramatic increase in large animal (particularly Equine) neglect and cruelty, an in depth block of **large animal anatomy, health and nutrition** is included. We have never seen this in any other ACI course attended. Most students learn more about cruelty of equine/bovine here, than anywhere else in their career training.

Familiarization with **all the REQUIRED legal documents/paperwork** to properly file an animal cruelty case is included. Once this course is completed the student will be able to put together a complete PROSECUTABLE animal cruelty case, from start to finish. **ACOs or POs** can use the knowledge to prepare a case ready for adjudication. We provide the student with complete manual, copies (hard & electronic) of all the documents needed to file the case, and technical/personal assistance. If needed, we can be available onsite for further assistance. The tuition includes a copy of our **TEXAS ANIMAL LAW BOOK (a \$40.00 value) for future reference.**

*We strongly recommend this course for all **ACOs, POs, Judges, especially municipal & JPs.** Rescue groups are also eligible to attend this class. This way **EVERYONE** involved is on the same page in working an ACI case, and it makes the process much easier on everyone in preparing and adjudicating the case.*

From: register@txacademyaco.com
To: Todd Buster
Date: Monday, February 06, 2012 4:02:13 PM
Subject: RE: Advanced Animal Cruelty Investigations

Greetings from the Texas Academy of Animal Control Officers.

Todd Buster, this is your registration confirmation for the **March 6-7 2012, Advanced Animal Cruelty Investigation course in San Benito TX.**

Uniforms or appropriate casual wear are required. Class starts promptly at 08:30 each morning.

PAYMENT IS DUE BY CLASS DATE. Make checks payable to TAACO and mail them in, or send them to class with the registered student; or pay by credit card over the phone or via Paypal. If you need a receipt, please let us know ahead of time so we can get one to you.

If possible, please bring a shoulder patch from your city or county department for our collection.

Thank you for choosing TAACO for your professional ACO training needs. We look forward to having you in our class.

Leslie Hodges
Texas Academy of Animal Control Officers
"Professional Humane Law Enforcement Training"
979/542-5010 - 877/700-2261

----- Original Message -----

Subject: Advanced Animal Cruelty Investigations
From: "Todd Buster" <todd.buster@mail.hchd.org>
Date: Mon, February 06, 2012 2:58 pm
To: <register@txacademyaco.com>

Name : Todd Buster
L4SS # :
Department : Hidalgo County Health Department
Name : Advance Animal Cruelty Investigations
Dates : March 6, 2012 and March 7, 2012
Location of Class : 1390 West Expressway 83, San Benito, Texas

Requisition

Req # 00211751

PO #

Date: 02/22/12

Bill To: x
x

Vendor : 393541
BUSTER, TODD
C/O HEALTH DEPT.

Ship To: HEALTH DEPARTMENT
1304 S. 25TH
EDINBURG TX 78539

Contact: JOSIE ESCALANT
956-383-6221

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER MEETING: ADVANCED ANIMAL CRUELTY INVESTIGATIONS LOCATION: CO ANNEX 1390 W. EXPRESSWAY 83, SAN BENITO, TX DATE: MARCH 6 & 7, 2012 <u>Account No</u> 2-1100-441-00-340-001-0-584 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	225.00 <u>Encumbrance</u> 225.00 Freight .00 Total 225.00	225.00 .00 225.00

Authorized By: _____