



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 03/09/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Bradley Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: Southwestern Cattle Raisers Association Annual Convention
EVENT DATE(S) FROM: 03/29/12 TO: 04/01/12
DEPARTURE DATE: 03/30/12 RETURN DATE: 04/01/12
LOCATION OF EVENT: CITY: Fort Worth 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.
[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.
[X] 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, and MODE OF TRAVEL. Includes rows for Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, 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.
[X] Sufficient funds are available within 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: 3/12/12
DEPARTMENT CONTACT PERSON: [Signature] 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:

Car Rental Requisition # 00212701
Brad Cowan Requisition # 00213075
2-1100-461-00-380-001-0-583

## Brad Cowan

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**From:** Stacy Fox [sfox@tskra.org]  
**Sent:** Monday, January 30, 2012 4:44 PM  
**To:** Brad Cowan  
**Cc:** Amanda Saenz  
**Subject:** TSCRA Convention

Brad,

I hope you are doing well. I wanted to follow up with you on our Convention and your Outstanding County Agent Award.

With your award, we will offer you a complimentary registration to our Convention and a room at one of our host hotels for the duration of the event. We will also be honoring you during our Closing Session Luncheon on Sunday, April 1st. The dates of the event are March 30-April 1 in Fort Worth. I know that's a long way from Hidalgo County, but I hope you'll be able to join us!

Please send me your contact information and the name of your guest and we will get it processed.

Thanks,

Stacy Fox

Manager, Member Programs

Texas and Southwestern Cattle Raisers Assn.

1301 West 7th Street, Ste. 201

Fort Worth, TX 76102

Office: 817.916.1745

Cell: 817.999.6279

Email: [sfox@tskra.org](mailto:sfox@tskra.org)

Find Flights	Choose Flights	Travelers	Trip Options	Review & Pay	Finish
1	2	3	4	5	6

### 3. Travelers

#### McAllen/ Mission to Dallas/ Fort Worth

1 Adult  
Friday March 30, 2012 – Sunday April 1, 2012

Your Trip Cost:  
**\$327.60 USD**

[Baggage and Optional Charges](#)

#### Flight Information

Flight	Depart	Arrive	Average Fare
AMERICAN AIRLINES <b>2211</b>	McAllen/ Mission (MFE) March 30, 2012 06:30 PM  Travel Time : 1 h 35 m Cabin Class : Economy Seat : unassigned	Dallas/ Fort Worth (DFW) March 30, 2012 08:05 PM  Booking Code : N Plane Type : M83	Average Fare Adult \$306.00
AMERICAN AIRLINES <b>1849</b>	Dallas/ Fort Worth (DFW) April 1, 2012 09:30 PM  Travel Time : 1 h 25 m Cabin Class : Economy Seat : unassigned	McAllen/ Mission (MFE) April 1, 2012 10:55 PM  Booking Code : N Plane Type : M83	Taxes & Fees Adult \$21.60  Price and Tax information  Flight Subtotal <b>\$327.60</b>

#### View Fare Rules

Flights not on American Airlines, American Eagle, or AmericanConnection® are on a request basis only. Fares and availability are subject to change.  
In order to comply with federal security regulations, we may provide government agencies access to data you disclose to us.  
If you choose to pay using a U.K.-billed credit card or U.K.-billed PayPal account, a processing fee of £4.50 per ticket may apply. Payments with debit cards are exempt from this fee.  
Optional Services and Carrier Charges include, but are not limited to, items such as checked or carry-on baggage, seat selection and seat upgrades.

[Flight Information Questions?](#)

Your Trip Cost:  
**\$327.60 USD**

[Baggage and Optional Charges](#)

#### Hide Trip Details



Up to **40,000** bonus miles & up to **\$100** in statement credits\*.

[\\*Learn More](#)

#### Hide Trip Details

Your Total Price: \$327.60 USD  
Card Statement Credit\*: \$ -100.00 USD  
**\$227.60 USD**

#### Passenger Details

Thanks,

Nielda Cavazos, Administrative Assistant Hidalgo County Purchasing Department  
2802 S. Bus Hwy 281  
Edinburg, Texas 78539  
Phone: (956)-292-7000 ext 4853  
Fax: (956) 292-7612  
[nielda.cavazos@co.hidalgo.tx.us](mailto:nielda.cavazos@co.hidalgo.tx.us)

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

From: Enterprise Rent-A-Car Reservations  
[\[mailto:onlinereservations@enterprise.com\]](mailto:onlinereservations@enterprise.com)  
Sent: Monday, March 12, 2012 4:30 PM  
To: [nielda.cavazos@co.hidalgo.tx.us](mailto:nielda.cavazos@co.hidalgo.tx.us)  
Subject: Confirmed: Enterprise Rent-A-Car Reservation

Dear Brad Cowan,

Thank you for choosing Enterprise. We look forward to seeing you at 8:00 pm on Friday, March 30, 2012. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:  
P.S. Remember us when you're renting in town. Enterprise is always nearby at more than 6,500 neighborhood locations.

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RESERVATION INFORMATION  
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Confirmation Number: 998336584

Name: Cowan, Brad

Pick Up Date: Friday, March 30, 2012 at 8:00 pm

Drop Off Date: Sunday, April 1, 2012 at 9:00 pm

Pick Up Location Address and Phone Number :

DALLAS FT WORTH AIRPORT  
2424 E 38TH AVE #104  
DFW AIRPORT, TX 75261-3109  
Tel.: (972) 586-1100

Pick Up Location Hours for the week of : March 26, 2012

Monday	6:00 am	11:00 pm
Tuesday	6:00 am	11:00 pm
Wednesday	6:00 am	11:00 pm
Thursday	6:00 am	11:00 pm
Friday	6:00 am	11:00 pm
Saturday	6:00 am	11:00 pm
Sunday	6:00 am	11:00 pm

Car and Rate Information for HIDALGO COUNTY PURCHASING:  
Standard

Ford Fusion or similar

71.00 USD	(2 Day @ 35.50)
0.00 USD	(Drop Charge)
11.72 USD	(1 Hour @ 11.72)
0.00 USD	(COLLISION DAMAGE WAIVER FULL)
0.00 USD	(SUPPLEMENTAL LIABILITY PROTECTION)
12.00 USD	(FACILITY CHARGE 4.00/DAY)
6.60 USD	(CUSTOMER TRANSPORTATION CHARGE)
9.19 USD	(CONCESSION FEE RECOVERY 11.11 PCT)
5.73 USD	(EULESS SPORTS VENUE TAX 5 PCT)
4.05 USD	(TEXAS REIMBURSEMENT FEE 1.35/DAY)
11.46 USD	(MOTOR VEH RENTAL TAX)

Total Charges 131.75 USD

Additional surcharges, local taxes, etc. may apply.

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ENTERPRISE PICK-UP POLICY

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PROCEED TO THE LOWER LEVEL FROM BAGGAGE CLAIM AND TAKE THE BLUE AND WHITE RENTAL CAR SHUTTLE BUS. THE RENTAL CAR CENTER IS 7-10 MINUTES FROM THE TERMINAL.

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ENTERPRISE MILEAGE POLICY  
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This vehicle comes with unlimited mileage.

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ENTERPRISE AGE POLICY  
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ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. RENTERS 21 THROUGH 24 YEARS OF AGE MAY ONLY RENT ECONOMY THROUGH FULLSIZE CARS.

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ENTERPRISE ADDITIONAL DRIVER POLICY  
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THERE WILL BE AN ADDITIONAL CHARGE OF \$5.00 PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER OTHER THAN A SPOUSE OR DOMESTIC PARTNER.

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ENTERPRISE AFTER HOURS POLICY  
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RETURN TO THE AIRPORT AND FOLLOW THE BLUE SIGNS TO THE RENTAL CAR RETURN ON TOP OF THE RENTAL CAR CENTER. PULL INTO THE ENTERPRISE RETURN AREA. LEAVE KEYS IN THE DROP BOX LOCATED IN FRONT OF THE WHITE BOOTH. COMPLIMENTARY SHUTTLE IS PROVIDED.

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TOLL ROAD USAGE PROGRAM  
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Click here for more information:

<http://www.htallc.com/enterprise>

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TO MODIFY OR CANCEL THIS RESERVATION  
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Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

<https://www.enterprise.com/car-rental/deeplinkmap.do?bid=001&confirmnum=9983>

36584&firstname=Brad&lastname=Cowan&cnty=US&language=EN

**Schedule-at-a-Glance**

<b>Thursday, March 29</b>	
1:00 p.m. - 5:00 p.m.	School for Successful Ranching live demonstrations
<b>Friday, March 30</b>	
8:00 a.m. - 5:00 p.m.	School for Successful Ranching
12:00 noon - 7:00 p.m.	Trade Show & TSCRA Law Enforcement Silent Auction
5:00 p.m. - 7:00 p.m.	Welcome Reception
7:00 p.m.	Young People's Reception at Pete's Dueling Piano Bar
<b>Saturday, March 31</b>	
7:00 a.m. - 6:00 p.m.	Trade Show
8:00 a.m. - 10:00 a.m.	School for Successful Ranching
9:00 a.m. - 10:00 a.m.	Association Promotion Committee meeting
10:30 a.m.-12:30 p.m.	TSCRA Convention Opening General Session featuring <i>"The Cattle Industry in 2027"</i>
12:30 p.m. - 2:00 p.m.	Lunch in the Trade Show
2:00 p.m. - 3:00 p.m.	TSCRA Committee Breakout Sessions
3:30 p.m. - 4:30 p.m.	CattleFax Outlook Session
6:00 p.m.	TSCRA Law Enforcement Silent Auction closes
7:00 p.m. - 11:00 p.m.	Cattle Raisers Dance
<b>Sunday, April 1</b>	
7:00 a.m. - 8:00 a.m.	Cowboy Church
8:30 a.m. - 9:30 a.m.	TSCRA Committee Breakout Sessions
10:00 a.m. - 11:00 a.m.	Drought Update & Weather Outlook Session
12:00 noon - 2:30 p.m.	Closing General Session Luncheon, featuring Paul Mobley

**HIDALGO COUNTY PURCHASING DEPARTMENT  
TRAVEL REQUEST FORM  
USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 03/12/12  
 Department: Hidalgo County Extension Service Requestor: \_\_\_\_\_ EXT: \_\_\_\_\_  
 Number of Employees: One (1)  
 Employee(s) Name (DOB if requesting airfare): Brad Cowan

Destination: Fort Worth, Texas  
 Name of Seminar/Conference: Southwestern Cattle Raisers Association Annual Conference  
 Travel Account Number: \_\_\_\_\_

**HOTEL:** Req. #: \_\_\_\_\_ P.O. #: \_\_\_\_\_

MUST REQUEST CHECK FOR HOTEL

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_  
 Number of Rooms: \_\_\_\_\_ Hotel Phone Number: \_\_\_\_\_  
 Check In: \_\_\_\_\_ Check Out: \_\_\_\_\_  
 Single Bed or Double Beds

**AUTO:** Req. #: 00212701 P.O. #: \_\_\_\_\_ Vendor # 396095

Rental Location: Fort Worth (DFW), Fort Worth, TX Type of Vehicle: Economic  
 Date/Time of Pick up: 3/30/12 – 8:00 PM Date/Time of Drop off: 4/1/12 – 9:00 PM

**AIRFARE:** Req. #: \_\_\_\_\_ P.O. #: CITIBANK vendor #: 343277  
 Refundable: YES NO Airline Name: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
*Barbara Stern* 3/12/12  
 Signature: Elected Official/Department Head Date  
 Original Signature is required

**For Purchasing Department Office Use Only**

Hotel Confirmation: \_\_\_\_\_ Spoke to: \_\_\_\_\_  
 Auto Confirmation: \_\_\_\_\_  
 Flight Confirmation: \_\_\_\_\_  
 Received Confirmation via email/fax: \_\_\_\_\_  
 Credit Card Authorization Form Hotel: \_\_\_\_\_ Faxed back to Hotel: \_\_\_\_\_  
 CC Approval on: \_\_\_\_\_ Agenda Item: \_\_\_\_\_  
 HCPD-TRAVEL-2011 REVISED 2012 CC APPROVED ON: 3/06/2012

## CATTLE THEFT SUSPECTS TURN THEMSELVES IN

Two suspected cattle thieves turned themselves in to authorities July 22 after a local news station ran their pictures in the station's crime fighters program. TSCRA Special Rangers Jimmy Dickson, Troy McKinney and Marvin Wills, along with numerous other law enforcement agencies, worked the case.

Ashley Vanover, 27, of Kaufman County, and Jessie Murray, 41, of Henderson County, are suspects in the theft of 6 head of cattle from a rancher in Kaufman County. The cattle were taken to the Hubbard Livestock Market in Hubbard, where sale barn staff and the market inspector noted the couple's suspicious behavior and contacted Wills.

Wills immediately put a hold on the cattle and stopped payment of the check. The cattle were



Jimmy Dickson



Troy McKinney



Marvin Wills

marked with ear tags identifying the proper owner, who was unaware that they had been taken. All 6 head of cattle were returned.

"This case was cleared and the owner's cattle recovered because of the alert market inspector and staff at the sale barn, and the quick action and cooperation of the TSCRA Special Rangers and multiple local agencies. We would like to especially thank John Pillow, investigator with the Kaufman County Sheriff's Office, for all his hard work on this case," said Dickson.

## HIDALGO Co. EXTENSION AGENT RECEIVES HONOR

Brad Cowan was announced July 18 as the Outstanding Beef County Extension Agent at the annual Texas County Agricultural Agent Association (TCAAA) meeting in Wichita Falls. The award is sponsored by Texas and Southwestern Cattle Raisers Association (TSCRA).

Cowan has served as the county Extension agent for Hidalgo County since 1998. During that time he has built a well-recognized Beef Performance Extension outreach program geared at providing producers timely, research-based information to help positively impact their bottom line.

"Mr. Cowan is highly respected throughout the state by cattle producers," TSCRA President Joe Parker Jr. said. "While county agents have knowledge of the entire agriculture industry, Mr. Cowan has specific expertise in the beef cattle industry. He has used that expertise to develop

programs like the Beef Performance Extension Outreach and the Rio Grande Valley Beef Improvement Association program. It is because of leaders like Brad Cowan that the Texas beef industry remains the strongest in the United States."



Joe Parker Jr., TSCRA president, presents Brad Cowan, Hidalgo County Extension agent, with a TSCRA gate sign at the awards ceremony.

Monty Dozier, south region program director for agriculture and natural resources, AgriLife Extension, says 100 percent of producers who participate in Cowan's programs say the information they received will add value

to their individual operations.

"Brad's efforts in educating beef producers are exceptional," Dozier said. "The information generated by his programs will help producers enhance the marketing of their cattle."

Cowan will also be recognized during the 2012 TSCRA Convention in Fort Worth, March 30 - April 1.

*Texas and Southwestern Cattle Raisers Assn*  
**NEED HELP? CALL TSCRA!**

**Texas Brand Re-registration  
Has Started  
Aug. 31, 2011, to Feb. 29, 2012**

**TSCRA Toll-Free:** To report missing or stolen animals or inquire about any of TSCRA's programs and educational meetings 800-242-7820.

**TSCRA Website:** Membership information and application, staff contacts, press releases, activity calendar and links to other industry organizations: [tscra.org](http://tscra.org).

## Brad Cowan

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**From:** Elena Almendarez  
**Sent:** Monday, August 08, 2011 8:16 AM  
**To:** Adelita Munoz; Al Lopez; Barbara Storz; Brad Cowan; Carmen Avila; Elena Almendarez; Frances Flores; Janie Perales; Luisa Colin; Mary Patlan; Nora Cruz; Nora Garza; Vidal Saenz; Yolanda Rios  
**Subject:** FW: TSCRA News Update, 7-20-11: Hidalgo County extension agent receives high honor

Congratulations to Brad!

**From:** jap71@aol.com [mailto:jap71@aol.com]  
**Sent:** Saturday, August 06, 2011 4:00 PM  
**To:** Hidalgo County Office  
**Subject:** Fwd: TSCRA News Update, 7-20-11: Hidalgo County extension agent receives high honor

Congratulations Brad, We all appreciate your hard work on behalf of all us producers. You are most deserving of this recognition.

Joe A. Pennington

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

**From:** Texas and Southwestern Cattle Raisers Assn. <khawkins@tscra.org>  
**To:** jap71 <jap71@aol.com>  
**Sent:** Wed, Jul 20, 2011 5:21 pm  
**Subject:** TSCRA News Update, 7-20-11: Hidalgo County extension agent receives high honor

Trouble reading this e-mail? [Click here](#)



## TSCRA News Update

Texas and Southwestern Cattle Raisers Association . . .  
*protecting the stewards of land and livestock in the Southwest*

July 20, 2011

*News items contained in this e-mail are solely informational and do not necessarily reflect the views of Texas and Southwestern Cattle Raisers Association.*

### Hidalgo County extension agent receives high honor

Brad Cowan was announced yesterday as the Outstanding Beef County Extension Agent at the annual Texas County Agricultural Agent Association (TCAAA) meeting in Wichita Falls. The award is sponsored by the Texas and Southwestern Cattle Raisers Association (TSCRA).

## Brad Cowan

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**From:** Tom Martin [campana@grandriver.net]  
**Sent:** Wednesday, September 07, 2011 1:56 PM  
**To:** Brad Cowan  
**Subject:** Recognition

Dear Brad,

I just saw the article in the September 2011 issue of *The Cattleman* magazine, recognizing your service to the beef industry of Texas. For several years we have had the pleasure of taking part in the Rio Grande Valley Beef Improvement Association's bull performance test and seen first hand the great job that you all are doing. I would like to add my congratulations and express my appreciation for the important work you do on behalf of the beef producers of Texas. In spite of the drought, we look forward to taking part again this year.

Tom Martin  
La Campana Ranch

## Brad Cowan

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**From:** Joe Paschal  
**Sent:** Monday, September 12, 2011 12:59 PM  
**To:** Brad Cowan  
**Cc:** Ruben Saldana; Monty Dozier; EXT - D12 CEA ANR; Darrell Dromgoole  
**Subject:** TSCRA Award

Brad,

I wanted to congratulate you on your TSCRA County Agent's Award, I know you were recognized at the TCAAA Annual Meeting and that you will be recognized at the TSCRA Annual Convention in March but I read about it in this month's The Cattleman magazine! You are highly deserving of the award as you have worked hard and been very successful in your educational programs in beef, range, pasture and wildlife in a county noted for vegetables, citrus and snowbirds!

Your work with the ranchers of several counties in the Rio Grande Valley Beef Cattle Association to promote and run their annual bull gain test and replacement heifer development program is well noted as are your efforts with the Texas Beef Quality Producers Program. I know that you are not alone in the District nor in the Region in your level of excellence and success but I just wanted to recognize it!

Congratulations!

Joe

Joe C. Paschal  
Livestock Specialist