



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>4/18/12</u>	RETURN DATE: <u>4/21/12</u>		
TIME OF DEPARTURE: <u>6:00 a.m.</u>	TIME OF RETURN: <u>7:00 p.m.</u>		
TO CITY: <u>Grand Prairie</u>	STATE: <u>Texas</u>		
SEMINAR/CONFERENCE/MEETING: _____	START DATE: <u>4/19/2012</u>	END DATE: <u>4/20/2012</u>	ACTUAL NO. OF DAYS: <u>2</u>
TITLE OF WORKSHOP/CONFERENCE: <u>Texas Forest Service AHMT Credentialing Work Group Meeting</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>None</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 polices and procedures, thus enabling me to better perform my duties as Fire Mashal 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
		18-Apr	19-Apr	20-Apr	21-Apr				
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00				\$36.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$156.00

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

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

Expense type: _____ days @ \$ 20.00 \$ -

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 FOR THE AMOUNT OF THE TRAVEL ADVANCE: _____	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 156.00
VII. COMMENTS: _____	VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-422-10-300-001-0-583

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	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL



DEPARTMENT NAME: Fire Marshal
 NAME & TITLE OF EMPLOYEE(S): Juan Martinez, Fire Marshal
 TRAVELING: 1
 DATE OF REQUEST: 03/28/12
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

EVENT INFORMATION
 TITLE OF EVENT: Texas Forest Service AHJMT Credentialing Work Group Meeting
 EVENT DATE(S) FROM: 04/19/12 TO: 04/20/12
 DEPARTURE DATE: 04/18/12
 RETURN DATE: 04/21/12
 LOCATION OF EVENT, CITY, STATE: Grand Prairie, Texas

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 policies and procedures thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

SUMMARY OF ESTIMATED TRAVEL EXPENSES

ESTIMATED EXPENSES	FUNDS AVAILABLE (DBM USE ONLY)	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEES)	\$ -	AIRFARE
2. AIRFARE - ROUND TRIP COACH FARE ONLY	\$ -	BUS
3. TAXI FARE	\$ -	Rental Car
4. BUS FARE	\$ -	County Vehicle
5. RENTAL CAR	\$ -	Private Vehicle
6. GASOLINE/DIESEL/FUEL	\$ -	OTHER** (Specify)
7. MILEAGE REIMBURSEMENT	\$ -	
8. TELEPHONE CALLS	\$ -	
9. PARKING	\$ -	
10. LODGING	\$ -	
11. MEALS	\$ -	
12. OTHER EXPENSES	\$ -	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 156.00	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:	\$ 156.00	

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 made.
 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 was approved in some other form that does not require out-of-state travel.
APPROVED BY Elected Official/Department Head: [Signature]
 DATE: [Blank]
DEPARTMENT CONTACT PERSON: Yolanda Lopez
 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): [Blank] DATE: [Blank]
 REVIEWER'S SIGNATURE: [Blank] PHONE NO.: [Blank]
 DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): [Blank] DATE: [Blank]
 SIGNATURE OF DBM DEPARTMENT HEAD: [Blank]

Requisition

Req # 00213664

PO #

Date: 03/28/12

Bill To: x
x

Vendor : 338702
MARTINEZ, JUAN
C/O FIRE MARSHAL

Ship To: FIRE MARSHAL
1615 S. CLOSNER
SUITE H
EDINBURG TX 78539

Contact: Yolanda Orozco
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
4.00	DAY	DO NOT DUPLICATE ORDER To cover meals for Juan Martinez, Fire Marshal to attend the Texas Forest Service AHIMT Credentialing Work Group Meeting on April 18-21, 2012 in Grand Prairie, TX. Depart: April 18, 2012 @ 6:00 a.m. \$39.00 Full Day April 19, 2012 \$39.00 Full Day April 20, 1912 \$39.00 Arrive April 21, 1012 @ 7:00 p.m. \$39.00 Account No _____ 2-1100-422-10-300-001-0-583 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	39.00 Encumbrance 156.00 Freight .00 Total 156.00	156.00 .00 156.00

Authorized By: 

Yolanda Orozco

From: Juan Martinez [juan.martinez@co.hidalgo.tx.us]
Sent: Wednesday, March 28, 2012 2:17 PM
To: yolanda.orozco@co.hidalgo.tx.us
Subject: FW: Credentialing Meeting

Yoli, please ask for meal money for this trip, hotel will be taken care of by the State of Texas.

From: Koenig, Bob [mailto:bkoenig@tfs.tamu.edu]
Sent: Wednesday, March 21, 2012 7:34 PM
To: Jon Reese; Juan Martinez; Kent Morrill (kmorrill@LongviewTexas.gov); Kyle Coleman; Lewis Treadwell (Treadwell@suddenlink.net); Marc Lusk; Michael Hemby; Patrick Hughes; Ralph Johnson; Scott Parker; Tim Ocnaschek; Tommy Gonzalez (thomas.gonzalez@dps.texas.gov); Tonya Hunter; Victoria Koenig; victoria_koenig@att.net; Jeff Jones (JJJones@ci.sherman.tx.us); Margaret Seville; Randell Nations; Jack Harper ; Jeff Meiner; Dale Little; Chad Berg (CBerg@killeentexas.gov); Del Albright; Greg Goettsch; David Saenz
Cc: Koenig, Bob
Subject: Credentialing Meeting

All,

The City of Grand Prairie will host the AHIMT Credentialing Working Group Meeting on April 19-20, 2012 at their Public Safety Building located at 1525 Arkansas Lane, 3rd Floor, Police Chief's Conference Room, Grand Prairie, Texas 75052 from 8a to 5pm each day. The room has AV capability and there is WIFI throughout the building.

Please let me know not later than Wednesday, April 4, 2012 if you will be attending the meeting.

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