



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 04/11/12
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 DEPARTMENT NAME: Hidalgo County Extension Service
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: Barbara Storz, CEA-Horticulture

EVENT INFORMATION

TITLE OF EVENT: 2012 Texas Master Gardener Conference
 EVENT DATE(S) FROM: 05/03/12 TO: 05/05/12
 DEPARTURE DATE: 05/03/12 RETURN DATE: 05/05/12
 LOCATION OF EVENT: CITY: San Antonio 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 travelling to the same event.

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)	\$260.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 260.00	\$	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	\$ 176.55		
11. MEALS	\$57.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 233.55		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 493.55	\$	

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: Barbara Storz DATE: 4/11/12 DEPARTMENT CONTACT PERSON: NoraLinda Cruz PHONE NO.: 363-1026

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:	

2-1100-461-00-360-001-0-583+584



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: <u>Barbara Storz</u>		EMPLOYEE I.D. NO.: <u>078921</u>	EMPLOYEE TITLE: <u>CEA-Horticulture</u>
DEPARTMENT: <u>Hidalgo County Extension Service</u>		DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? <u>No</u>	
DEPARTURE DATE: <u>5/3/12</u>	RETURN DATE: <u>5/5/12</u>		
TIME OF DEPARTURE: <u>5:30 AM</u>	TIME OF RETURN: <u>10:00 PM</u>		
TO CITY: <u>San Antonio</u>	STATE: <u>TX</u>		
SEMINAR/CONFERENCE/MEETING: _____	START DATE: <u>5/3/2012</u>	END DATE: <u>5/5/2012</u>	ACTUAL NO. OF DAYS: <u>3</u>
TITLE OF WORKSHOP/CONFERENCE: <u>2012 Texas master Gardener Conference</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. <u>Yes</u>	
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? <u>I am using the Ford F150</u>	
PURPOSE/BENEFIT TO HIDALGO COUNTY: To obtain continuing education related to an employee's work or maintenance of a license or certification. To promote the economic development interest of the County.			

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	Total
		3-May	4-May	5-May				
Breakfast	\$9.00	\$9.00	\$-0-	\$-0-				\$9.00
Lunch	\$12.00	\$12.00	\$-0-	\$-0-				\$12.00
Dinner	\$18.00	\$18.00	\$-0-	\$18.00				\$36.00
Total	\$39.00	\$39.00	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$57.00

Meal per diems must be prorated for 1st day and last day of travel as follows:			
Départure:		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: \$ 57.00
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VII. COMMENTS: _____ VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583

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.

 EMPLOYEE SIGNATURE	Barbara Storz DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service
DATE: 4/11/2012

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 5/3/2012 To: 5/5/2012
Estimated Time Leave: 5:30 AM Est. Time Return: 10:00 PM
Destination: San Antonio, Texas
Reason for Trip: 2012 Texas Master Gardener Conference

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Barbara Storz
DL Number: #10272682 (Texas Only)
Birth Date: 1/20/1945 ✓
Expiration Date: 1/20/2014 ✓

Checklist:
Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: #1FTRX17W22NA62928 ✓
Tag Number: #824-673 ✓
Asset Number: #37765

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. Storz
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

[Signature]
Date: 4/11/12 2:50pm

Dated: 4/11/2012

Barbara Storz

From: Jayla Fry
Sent: Monday, March 19, 2012 12:50 PM
To: Aaron Sumrall; Allison Watkins; Anthony Camerino; Arlan Gentry; Barbara Storz; Blaine Jernigan; Brandon Boughen; Brandon Hawkins; Brent Batchelor; Bryson Dalrymple; Carolyn McDowell; Cary Sims; Cayla Christianson; Chadd Caperton; Charla Anthony; Chelsea Farris; Chuck Jones; Cindy Gill; Clint Perkins; Cody R. Gfeller; Corrie Bowen; Dale Groom; Daphne Richards; David Parish; David Rodriguez; Denise Rodriguez; Dennis Smith; Dustin Coufal; Dwight Sexton; Enrique Perez; Frank Escobedo; Fred Hall; Gene Bobo; Ginger Easton-Smith; Glenn Avriett; Greg Church; Gregg County Office; Jamie Sugg; Janet Laminack; JD Ragland; Jennifer Herrera; Jon Gersbach; Jon Green; Joseph Janak; Justin Hansard; Kara Matheney; Karen Oestmann; Kathy Ball; Keith Hansen; Kenny Rollins; Kim Bartholet; Kim Conway; Langdon Reagan; Larry Pierce; Leslie Neve; Margo McDowell; Marilyn Hale; Mario Villiarino; Mark Brown; Mark Price; Martha Joyce; Marty Vahlenkamp; Michael Clawson; Michael Hiller; Michael Potter; Mike Berry; Mike Morrow; Peggy Coleman; Philip Shackelford; Ralph Davis; Randall Rakowitz; Randy Reeves; Ray Bader; Reginald Lepley; Richard Parrish; Robert Pritz; Robert Richter; Roger Skipper; Ronald Holcomb; Roy Walston; Sara Allen; Scott Anderson; Scott Mauney; Scott Willey; Shane Jennings; Shane McLellan; Steve Chaney; Steven Sparkman; Thomas LeRoy; Todd Swift; Todd Williams; Tommy Yeater; Travis Franke; Vance Christie; W. Mark Arnold; Wade Hibler; Wayne Becker; Wendy Neyland; William Johnson; Zach T. Davis
Subject: FW: The 2012 State Master Convention in San Antonio

From: David Rodriguez
Sent: Thursday, March 15, 2012 9:43 AM
To: Ginger Easton-Smith; Charla Anthony; Jennifer Herrera; Kim Conway; Greg Church; Dale Groom; Janet Laminack; Denise Rodriguez; William Johnson; r-richter@tamu.edu; Barbara Storz; Thomas LeRoy; Michael Potter; Roy Stanford; Keith Hansen; Steve Chaney; Laura Miller; Allison Watkins; Daphne Richards
Cc: Larry Stein; Doug Welsh; Jayla Fry
Subject: The 2012 State Master Convention in San Antonio

Hello fellow Co-Hort's,

The 2012 State Master Gardener Convention in San Antonio is just around the corner.

<http://www.2012tmgaconference.org/index.html>

The dates are from Thursday, May 3 – Saturday, May 5 and will be held at the Norris Conference Center.

<http://www.2012tmgaconference.org/hotels.html>

We have a lot of great speaker's lined-up, hands-on workshops and some awesome tours on Saturday.

<http://www.2012tmgaconference.org/speakers.html>

<http://www.2012tmgaconference.org/workshops.html>

Don't forget the kick-off dinner on Thursday night!

We are filling up registration pretty quickly.

<http://www.2012tmgaconference.org/reg.html>

Also, are Bexar County Master Gardeners will be running the plant sale on Thursday, May 3 and Friday, May 4 outside the Norris Conference Center.

This plant sale will include old and future Texas Superstar plants (including limited numbers of the new 'Orange Frost' Satsuma) and hard to find plants for sale.

Various vendors will be present selling and promoting their company and products.
This will also be open to the general public.

Please encourage your Master Gardener's to attend this event and register A.S.A.P., since space is limited.
Any help in encouraging weekly E-mail blast reminders, monthly newsletters, announcements at General meetings in promoting this event, would be appreciated.

Call me or send me an E-mail if you have any questions.
210-837-0047

Thanks,



David Rodriguez
County Extension Agent – Horticulture
Bexar County
3355 Cherry Ridge, Suite 212
San Antonio, TX 78230
210-467-6575