



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/16/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 7
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Al Lopez, 4-H Outreach Coord.; Christina Perez, 4-H & Youth Dev. Barbara Storz, CEA-Hort.; Nora Garza, CEA-FR; Adelita Munoz, CEA-FCS; Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: District 12 Spring Faculty Meeting
EVENT DATE(S) FROM: 05/23/12 TO: 05/24/12
DEPARTURE DATE: 05/23/12 RETURN DATE: 05/24/12
LOCATION OF EVENT: CITY: South Padre Island 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.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, Other Expenses, and Totals.

Handwritten vertical text: 2-1100-461-00-380-001-0-583/584

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 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: [Signature] DATE: 4/17/12 DEPARTMENT CONTACT PERSON: [Signature] 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:

Handwritten signature: cc stiller

**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: 04/17/12  
 Department: Extension Service Requestor: \_\_\_\_\_ EXT: \_\_\_\_\_  
 Number of Employees: Six (6)  
 Employee(s) Name (DOB if requesting airfare): Christina Perez, Barbara Storz, Nora Garza, Adelita Munoz, Alonso Lopez and Brad Cowan.  
 Destination: South Padre Island, Texas  
 Name of Seminar/Conference: 2012 District 12 Spring Faculty Meeting  
 Travel Account Number: 2-1100-461-00-380-001-0-583

Ms. Nielda, I have already made the reservations, but they need a credit card #. The Confirmation #s are as follows: Barbara Storz-64941018, Christina Perez-64942117, Brad Cowan-64951363

**HOTEL:** Req. #: 00214516 P.O. #: \_\_\_\_\_

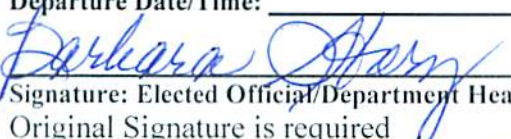
MUST REQUEST CHECK FOR HOTEL

Hotel Name: Holiday In Express Hotel & Suites Hotel Address: 5602 Padre Blvd, South Padre Island, 78597  
 Number of Rooms: Three (3) Hotel Phone Number: (956) 761-8844  
 Check In: May 23, 2012 Check Out: May 24, 2012  
 Single Bed or **Double Beds**

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

Rental Location: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_  
 Date/Time of Pick up: \_\_\_\_\_ Date/Time of Drop off: \_\_\_\_\_

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

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
 4-17-12  
 Signature: Elected Official/Department Head Date

**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

April 5, 2012

**MEMO TO:** All District 12 Extension Agents

**SUBJECT:** District 12 Spring Faculty Meeting  
May 23-24, 2012, South Padre Island

Our annual **Spring Faculty Meeting** will be held on **Wednesday and Thursday, May 23-24, 2012** at the Holiday Inn Express Hotel & Suites in South Padre Island. The program will begin on Wednesday and run through Thursday. A draft agenda has been enclosed. The agenda is subject to change as scheduling of speakers and topics are finalized. Please hold both full days.

**Registration:** A \$40 registration fee will be charged to cover meeting expenses. Registration will be conducted through AgriLife Conference Services at <https://agrilliferegister.tamu.edu> (keyword search: District 12). You can begin registering immediately and the registration deadline is **Tuesday, May 15**. No onsite registration will be taken.

**Dress:** Dress is business casual.

**Lodging:** The conference hotel is the Holiday Inn Express, Hotel & Suites, located on 6502 Padre Blvd. (956)761-8844. A block of 20 rooms is being held for Tuesday and Wednesday nights under the group code "TAL" at the rate of \$99/standard double. We encourage all agents to stay at this hotel to waive meeting room fees. Rooms will be held for a limited time so please make your reservation as soon as possible. Individuals are responsible for reservation guarantees and any early departure fees. Keep in mind that the hotel offers a complimentary breakfast buffet and parking for paid Holiday Inn hotel guests ONLY.

This letter shall serve as your authorization to travel to South Padre Island from May 23-24, 2012 and charge your travel expenses to local or designated travel account. Please contact me if you have any questions about this meeting.

Sincerely,



Ruben J. Saldaña, Ed.D.  
District Extension Administrator



Luis H. Saldaña  
Extension Program Specialist-4-H

RJS:lg

Enclosure: agenda

cc: Darrell Dromgoole  
Monty Dozier  
Elaine Fries

South District 12  
2401 E. Highway 83  
Weslaco, Texas 78596-8344

Tel. 956.968.5581  
Fax. 956.969.5639  
<http://southtexas.tamu.edu>

**District 12 Spring Faculty Meeting  
Holiday Inn Express - South Padre Island  
May 23-24, 2012**

**AGENDA**

**-----DRAFT-----**

**Wednesday, May 23, 2012**

9:30 a.m.     **Registration - Las Palmas Room**

10:00 a.m.     **Welcome**

**4-H Program Update & Discussion Items**

- Texas 4-H Inc
- 4-H Fee update
- Report on district 4-H events
- update on cluster guidelines
- overview of district event planning

**Cluster Planning - 2011 District 4-H Events (Evaluation & Event Updates)**  
- to be followed by reports

**Best Management Practices for 4-H groups**

12:00 noon     **Lunch (provided)**

1:00 p.m.     **Administrative Comments - (State Administrator TBA)**

**2011 District Program Summary & Administrative Items**

**Break**

**Cluster Planning - 2012 District 4-H Events**

**Cluster Reports**

4:00 p.m.     **Association Meetings**  
TCAAA - Las Palmas  
TEAFCS - Breakfast Room

6:00 p.m.     **Social - Cabana**

**Cluster Meeting Areas:**

<i>North</i>	-	<i>Meeting Room</i>
<i>South</i>	-	<i>Meeting Room</i>
<i>East</i>	-	<i>Breakfast Room</i>
<i>West</i>	-	<i>Breakfast Room</i>

## **Thursday, May 24, 2012**

- 8:00 a.m.     **TEA4HA Meeting - Las Palmas**
- 8:30 a.m.     Online Recordkeeping System  
                  New Projects  
                  **Break**
- 10:30 am     **2012 District 4-H Events - Summarize & Feedback**
- 12:00 noon    **Lunch (provided) - Riviera 2**
- 1:00 p.m.     **RPD Update Sessions**  
                  Monty Dozier - ANR  
                  Elaine Fries - FCS  
                  Luis Saldaña - 4-H
- 3:30 p.m.     **Wrap Up & Adjourn - Have a Safe Trip Home!**



**17-APR-2012**

**Ms Christina Perez  
US**

**Dear Ms. Christina Perez,**

**Thank you for making your reservation at the SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES. We have reserved the following accommodations for you:**

<b>Arrival Date</b>	<b>Departure Date</b>	<b>Nightly Rate</b>	<b>Room Type</b>
<b>05-23-12</b>	<b>05-24-12</b>	<b>99.00 USD</b>	<b>Standard Queen Nonsmoking</b>

**Your Confirmation Number is 64942117, and you are guaranteed for late arrival.**

**The above room rate is per night and is subject to the following taxes - 14.5% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 72 hours on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in. Should you have any questions, please do not hesitate to call us at (956) 761-8844. We look forward to welcoming you to Holiday Inn Express Hotel & Suites South Padre Island.**

**Again, thank you for choosing the SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES. We look forward to having you as our guest.**

**Best regards,**

**Reservations Office**

**Holiday Inn Express Hotel & Suites  
6502 Padre Boulevard  
South Padre Island, TX 78597  
Telephone: (956) 761-8844 Fax: (956) 761-8845**



17-APR-2012

Mr Brad Cowen  
US

Dear Mr. Brad Cowen,

Thank you for making your reservation at the **SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES**. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
05-23-12	05-24-12	99.00 USD	Standard Queen Nonsmoking

Your Confirmation Number is 64951363, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 14.5% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 72 hours on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in. Should you have any questions, please do not hesitate to call us at (956) 761-8844. We look forward to welcoming you to Holiday Inn Express Hotel & Suites South Padre Island.

Again, thank you for choosing the **SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES**. We look forward to having you as our guest.

Best regards,

Reservations Office

Holiday Inn Express Hotel & Suites  
6502 Padre Boulevard  
South Padre Island, TX 78597  
Telephone: (956) 761-8844 Fax: (956) 761-8845



17-APR-2012

Ms Barbara Storz  
US

Dear Ms. Barbara Storz,

Thank you for making your reservation at the SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
05-23-12	05-24-12	99.00 USD	Standard Queen Nonsmoking

Your Confirmation Number is 64941018, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 14.5% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 72 hours on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in. Should you have any questions, please do not hesitate to call us at (956) 761-8844. We look forward to welcoming you to Holiday Inn Express Hotel & Suites South Padre Island.

Again, thank you for choosing the SOUTH PADRE ISLAND HOLIDAY INN EXPRESS & SUITES. We look forward to having you as our guest.

Best regards,

Reservations Office

Holiday Inn Express Hotel & Suites  
 6502 Padre Boulevard  
 South Padre Island, TX 78597  
 Telephone: (956) 761-8844 Fax: (956) 761-8845