



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/29/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT: 2012 District 12 4-H Leadership Lab

EVENT DATE(S) FROM: 06/19/12 TO: 06/21/12

DEPARTURE DATE: 06/19/12 RETURN DATE: 06/22/12

LOCATION OF EVENT: CITY: Kingsville 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.

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)	\$120.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 120.00	\$	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	\$21.00		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 21.00		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 141.00	\$	
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 Stern DATE: 5/30/12 DEPARTMENT CONTACT PERSON: Novalinda Cruz 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:	

2-1100-461-00-380-001-0-583+584

cc 6/5/12



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Christina L. Perez		EMPLOYEE I.D. NO.:	188760	EMPLOYEE TITLE:	4-H & Youth Development
DEPARTMENT:	Hidalgo County Extension Service		DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	Yes		
DEPARTURE DATE:	6/19/12		RETURN DATE:	6/22/12		
TIME OF DEPARTURE:	7:00 AM		TIME OF RETURN:	5:30 PM		
TO CITY:	Kingsville		STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE:	6/18/2012	END DATE:	6/21/2012	ACTUAL NO. OF DAYS:	4
TITLE OF WORKSHOP/CONFERENCE:	2012 4-H Leadership Lab - East Cluster					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle		IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Christina L. Perez					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes		IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	I will be taking our County vehicle		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	To participate in professional organizations related to the employee or official's job assignment.					

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
		19-Jun	20-Jun	21-Jun					
Breakfast	\$9.00	\$9.00	N/A	N/A					\$9.00
Lunch	\$12.00	\$12.00	N/A	N/A					\$12.00
Dinner	\$18.00	N/A	N/A	N/A					\$0.00
Total	\$39.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00
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: \$ 21.00				
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583 & 584				

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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May 17, 2012

MEMORANDUM

TO: District 12 4-H Coordinators

FROM: District 12 4-H Leadership Lab Planning Committee – East Cluster

SUBJECT: 2012 DISTRICT 12 4-H LEADERSHIP LAB
THEME: 4-H HUNGER GAMES...*May the odds be ever in your favor.*

District 12 4-H Leadership Lab will be held June 19-21, 2012 at Texas A&M University-Kingsville. Leadership Lab is open to all 4-H'ers who participate in 4-H clubs, ENP, curriculum enrichment and other 4-H activities. On-site check-in is scheduled to begin at 10:00 a.m. on Tuesday, June 19th and the program will end on Friday, June 22nd. Check-out will begin at 8:45 a.m.

Registration Fees & Deadline: The total cost for Leadership Lab is \$180.00 per person (this is for room, meals, and program costs). Youth will be staying in the new dorms on campus. ALL participants attending District 12 4-H Leadership Lab must register online through 4-H CONNECT. Registration instructions are included in this packet. All entries will be certified by the county and district office. Individual online registration will open immediately through the **deadline of June 6, 2012**. A late registration fee of \$40.00 will be assessed to anyone registering after June 6th. Late registration will be accepted through June 14th, there will be no registration allowed after that date or on-site. Substitutions allowed up to the date of late registration (June 14th). No refunds will be given.

Age Eligibility: All youth must be at least 12 years of age by June 6, 2012 in order to attend Leadership Lab. All 4-H'ers attending Lab must turn in the following forms at the registration desk at TAMU-Kingsville upon check-in.

- TAMUK Participant Waiver, Indemnification & Medical Treatment Authorization Form
- 4-H Participant Waiver, Indemnification & Medical Treatment Authorization Form
- Health Statement
- 4-H Code of Conduct/Consequences of Misbehavior

South Region
2401 E Highway 83
Weslaco, Texas 78596

Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu

We have attached a copy of each form which can also be downloaded from the District 12 4-H website. Please do not send any copies to the District office. Agents should keep a file copy.

District 12 4-H Council Officers and event planning committee members should plan on arriving early Monday, June 18 by 1:00 p.m.. Council officers must register online. There will be a reduced registration fee this year for all Council Officers.

CEA's and Chaperones: Adult leaders, parents, and agents will need to fill out both the TAMUK and 4-H Participant Waiver, Indemnification, and Medical Treatment Authorization Forms and turn them in at registration. Do not send any copies to the District office but you should keep a copy for your files. Please note that only enrolled and screened volunteers who are qualified to serve as chaperones may attend. Specific agent responsibilities will be forwarded once assignments have been made.

Each county will need to have one male and one female chaperone for every eight (8) youth of the same gender and must stay overnight. All adult volunteers, leaders, parents and agents registered will be serving as chaperones throughout the duration of Leadership Lab and are expected to stay at the camp facilities.

Please encourage parents and leaders to attend. Agents and adult chaperones are required to register online through 4-H CONNECT and pay the required fee. Agents and leaders will be actively involved in various components of this activity, this is critical for the success of the program. Agents and volunteers will pay a discounted rate of \$120 per person for Leadership Lab. The late fee still applies after June 6th.

We will be conducting a District 12 4-H Leadership Lab briefing via Lync on Thursday, June 7th from 10:00 - 11:00 a.m. All agents are required to attend.

Community Service Project: The district council will be conducting a community service project to support our troops which will take place during Lab. Each participant is asked to bring cooling neckties for servicemen and servicewomen. They will be distributed through local military bases/installations in the District.

Items to Bring: Those attending Lab should bring the following items:

- Signed youth/adult forms
- Linens (towels, sheets, pillows, sleeping bags, etc.)
- Comfortable shoes (closed shoes), clothes and swim wear
- Toiletries (soap, shampoo, toothpaste, deodorant, sunblock, etc.)
- Alarm clock (optional)
- Snacks/refreshments, etc. if they choose.
- Cooling neckties for service project
- 4-H members are encouraged to wear one of their "D12 4-H Tour" shirts on Thursday or any other 4-H shirt if they do not have one.

Theme: The District 12 4-H Council has chosen a theme based on the popular book/movie **"THE HUNGER GAMES."** Their plan is to incorporate a variety of activities and experiences throughout Leadership Lab that reinforce leadership, teamwork, and a bit of fun. Council is asking everyone to actively participate in bringing your own "Hunger Games" flare to your dress for the dance/activities on Wednesday night. Please help Council spread the word.

Enclosures:

Agenda and Map

Waiver, Indemnification, and Medical Treatment Authorization Forms (TAMUK & 4-H)

Health Statement

4-H Code of Conduct/Consequences of Misbehavior

cc: D12 4-H Council Officers



District 12 4-H Leadership Lab
Texas A&M University - Kingsville
June 19-21, 2012



PROGRAM AGENDA

MAY THE ODDS BE EVER IN YOUR FAVOR

Monday, June 18

1:00 pm Council Officers & Planning Committee Arrive for Setup
6:00 pm Dinner

Tuesday, June 19

9:30 am Registration Begins
12:00 pm Lunch (on your own)
1:00 pm Orientation (Rules, Schedule, Directions)
1:30 pm Opening Ceremonies
2:00 pm General Session
3:00 pm Mixers, Ice Breakers, & 4-H Hunger Games Team Coordination
3:30 pm Concurrent Sessions
5:30 pm Return to Rooms - (Get ready for dinner and dance)
6:30 pm Dinner
7:30 pm Dance & Evening Activities
10:00 pm Vespers
11:00 pm In rooms and lights out



Wednesday, June 20

7:30 am Get Up and Move!
8:00 am Breakfast
8:45 am Planned Recreational/Leadership Activities (4-H Hunger Games)
12:00 pm Lunch
1:00 pm Concurrent Sessions (includes break)
4:00 pm Planned Recreational/Leadership Activities (4-H Hunger Games)
5:00 pm Return to Dorms (Get ready for dinner and dance)
6:00 pm Dinner (Wear your "Hunger Games" attire/makeup)
7:00 pm Dance & Evening Activities
11:00 pm Vespers
11:30 pm In rooms and lights out



Thursday, June 21

7:30 am Get Up and Move!
8:00 am Breakfast
8:45 am Planned Recreational/Leadership Activities (4-H Hunger Games)
12:00 pm Lunch
1:00 pm Concurrent Sessions (includes break)
4:00 pm General Session
5:30 pm Swimming & Bowling
6:30 pm Return to Rooms (Get ready for dinner and dance)
7:00 pm Dinner
8:00 pm Dance & Evenings
11:00 pm Vespers
11:30 pm In rooms and lights out

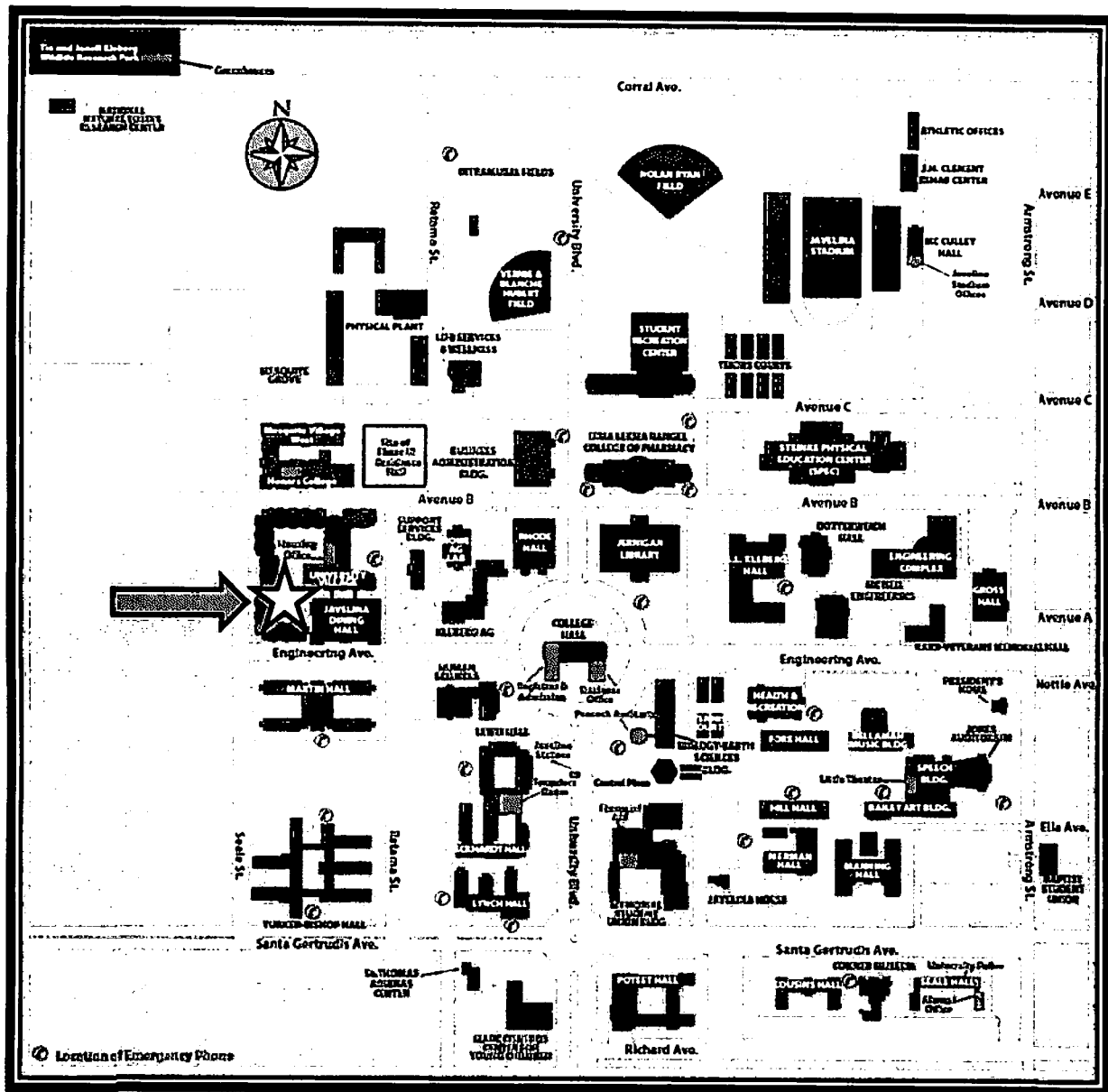
Friday, June 22

7:30 am Get Up and Move!
8:00 am Breakfast
8:45 am Clean up rooms and check out. Have a safe trip home!

Sessions:
Five
Minutes
Bullying
Leaders 4 Life
Sun Safety
Foot Scootin'
Conflict
Resolution

District 12 4-H Leadership Lab

Texas A&M University Kingsville – Campus Map



Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service

DATE: 5/30/2012

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 6/19/2012 To: 6/22/2012
Estimated Time Leave: 7:00 AM Est. Time Return: 5:30 PM
Destination: Kingsville, Texas
Reason for Trip: 2012 District 12 4-H Leadership Lab & 2012 Election Convention

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

Name of Driver: Christina L. Perez ✓
DL Number: #20474044 ✓ (Texas Only)
Birth Date: 4/23/1984 ✓
Expiration Date: 4/23/2014 ✓

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

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

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

Vehicle VIN#: #1FTWW30525EB48635 /
Tag Number: #884-793
Asset Number: 42595 - 2005 Ford F350 Pickup

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

Signed: Barbara C. Salling
Department Head/Designee

Dated: 5/30/2012

D.B.M. Safety Division Checked Insurances.

Michelle Alvarez
Date: 5/30/12 10:19 AM