



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/24/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: 2012 Texas 4-H Roundup
EVENT DATE(S) FROM: 06/10/12 TO: 06/15/12
DEPARTURE DATE: 06/11/12 RETURN DATE: 06/15/12
LOCATION OF EVENT: CITY: Lubbock 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.
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 Fare, Bus Fare, Rental Car, Gasoline/Diesel/Fuel, Mileage Reimbursement, Telephone Calls, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel 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 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: 5/24/12 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 383 7026

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:

APPROVED BY COMMISSIONERS' COURT ON:

2012 MAY 25 PM 4 44
HIDALGO COUNTY
BUDGET OFFICE

ce6/5/12



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Brad Cowan	EMPLOYEE I.D. NO.:	029114	EMPLOYEE TITLE:	CEA-Agriculture
DEPARTMENT:	Hidalgo County Extension Service	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	6/11/12	RETURN DATE:	6/15/12		
TIME OF DEPARTURE:	7:00 AM	TIME OF RETURN:	8:00 PM		
TO CITY:	Lubbock	STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE: 6/10/2012	END DATE: 6/15/2012	ACTUAL NO. OF DAYS:	6	
TITLE OF WORKSHOP/CONFERENCE:	2012 Texas 4-H Roundup				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Personal Vehicle		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?	None				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	Will use personal vehicle due to having to stop at a personal event on my way back from Lubbock.		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	To participate in professional organizations related to the employee or official's job assignment.				

### B. ESTIMATED EXPENSES:

<b>I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)</b>									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		11-Jun	12-Jun	13-Jun	14-Jun	15-Jun			
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00			\$45.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00			\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00			\$90.00
<b>Total</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$195.00</b>
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
<b>II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):</b>									
Expense type:		days @	\$	20.00					
<b>III. PERSONAL VEHICLE MILEAGE</b> 637 Miles @ \$ 0.555 (Current Rate) . . . . . \$ 353.37									
(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									
<b>IV. OTHER (Itemize)</b>									
_____ \$ _____									
_____ \$ _____									
<b>V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:</b>					<b>VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 548.37</b>				
<b>VII. COMMENTS:</b>					<b>VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583</b>				

### 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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HIDALGO COUNTY  
 BUDGET OFFICE



**HIDALGO COUNTY, TEXAS  
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 DEPARTURE DATE: 06/11/12 RETURN DATE: 06/15/12  
 LOCATION OF EVENT: CITY: Lubbock 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)	\$25.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 25.00	\$	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	\$ -		
7. MILEAGE REIMBURSEMENT	\$353.37		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
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	\$7.00		
10. LODGING	\$80.00		
11. MEALS	\$195.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 636.37		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 860.37	\$	
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 cut-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 C. Sturg DATE: 5/23/12 DEPARTMENT CONTACT PERSON: Nora Linda 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: \_\_\_\_\_

5/23/12  
 Sent to Veronica @ Budget Office via email  
 She received

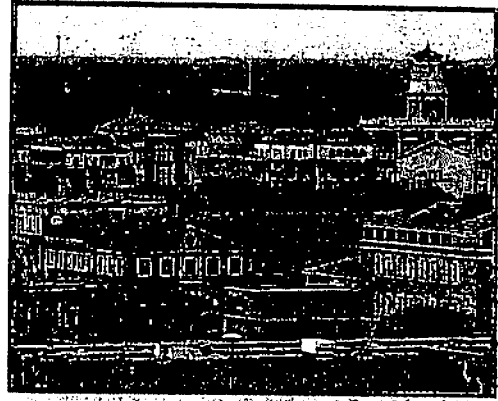
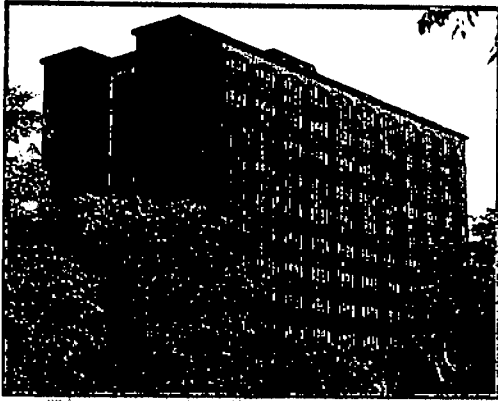
MIDALGO COUNTY BUDGET OFFICE

5/24/12  
 Registration/Meals  
 Mileage Reimb./Parking  
 Lodging.  
 Reg # 00216694  
 PO# \_\_\_\_\_  
 Balances -  
 CC-583 \$ 1,219.73  
 CC-584 \$ 1,035.00

# DORM HALLS & RATES

## Weymouth & Coleman

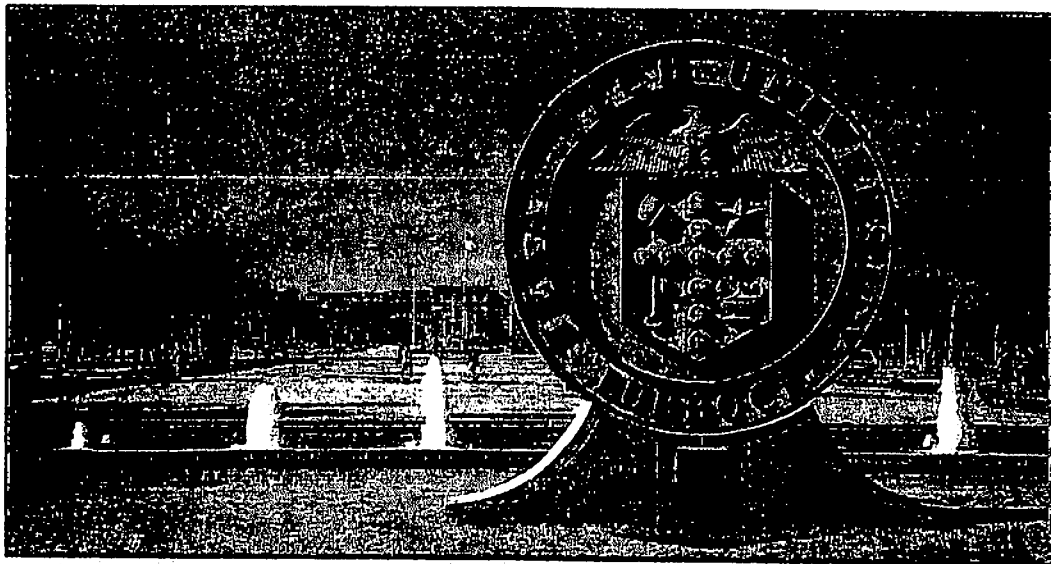
*\*dorms feature community bath facilities*



2:25 PM 25 APR 1991

HIDALGO  
BUDGET

***Doubles \$20 per person / per night***



***Parking \$7 for the Week***

*\*more info available on the Texas 4-H website: <http://texas4-h.tamu.edu>*

*Home of Texas Tech, Buddy Holly,  
unique shopping, dining and  
a legendary ranching and music heritage.*




**LUBBOCK**<sup>TM</sup>  
VisitLubbock.org ★ 800.692.4035



Trip to:  
**2500 Broadway**  
 Lubbock, TX 79409  
 636.71 miles / 10 hours 40 minutes  
 Notes

## Language Professors Hate Him!





Doctor's discovery revealed the secret to speaking any language in just 10 days. Watch this shocking video and discover how you can rapidly learn any language in just 10 days using this sneaky linguistic secret... Free from the computer... Free from memorization... and absolutely guaranteed!

**Click to Watch  
Video Now**



Pimsleur Approach

- |  |  |                            |
|--|--|----------------------------|
|  | <b>410 N 13th Ave, Edinburg, TX 78541-3582</b>   |                            |
|  | 1. Start out going south on N 13th Ave toward E Loeb St. <a href="#">Map</a>   | 0.01 Mi<br>0.01 Mi Total   |
|  | 2. Take the 1st right onto E Loeb St. <a href="#">Map</a><br><i>If you reach E Kuhn St you've gone a little too far</i>  | 0.1 Mi<br>0.2 Mi Total     |
|  | 3. Take the 2nd right onto N Closner Blvd / US-281-BR N. Continue to follow US-281-BR N. <a href="#">Map</a><br><i>US-281-BR N is just past N 12th Ave<br/>If you are on W Loeb St and reach N 10th Ave you've gone a little too far</i> | 3.2 Mi<br>3.4 Mi Total     |
|  | 4. US-281-BR N becomes N US-281. <a href="#">Map</a>   | 0.6 Mi<br>4.0 Mi Total     |
|  | 5. Merge onto US-281 N via the ramp on the left. <a href="#">Map</a>   | 153.6 Mi<br>157.6 Mi Total |
|  | 6. Merge onto I-37 N. <a href="#">Map</a>  | 67.3 Mi<br>224.8 Mi Total  |
|  | 7. Merge onto I-10 W / US-90 W / US-87 N via EXIT 139 toward El Paso / Del Rio. <a href="#">Map</a>  | 2.1 Mi<br>226.9 Mi Total   |
|  | 8. Merge onto I-35 N / I-10 W / US-87 N via EXIT 572 toward El Paso / Austin. <a href="#">Map</a>  | 1.1 Mi<br>228.0 Mi Total   |
|  | 9. Keep left to take I-35 N / I-10 W / US-87 N toward Austin. <a href="#">Map</a>  | 1.3 Mi<br>229.4 Mi Total   |
|  | 10. Merge onto I-10 W / US-87 N via EXIT 156 toward El Paso. <a href="#">Map</a>   | 0.8 Mi<br>230.1 Mi Total   |
|  | 11. Keep left to take I-10 W / US-87 N toward El Paso. <a href="#">Map</a>   | 46.5 Mi<br>276.6 Mi Total  |
|  | 12. Merge onto US-87 N via EXIT 523 toward Fredericksburg / San Angelo. <a href="#">Map</a>  | 21.6 Mi<br>298.2 Mi Total  |



BUDGET  
 0.01  
 0.1  
 3.2  
 0.6  
 153.6  
 67.3  
 2.1  
 1.1  
 1.3  
 0.8  
 46.5  
 21.6

- 




13. Turn left onto **E Main St / US-87 / US-290**. [Map](#)  
*E Main St is just past E San Antonio St*  
*Subway is on the corner*  
*If you are on N Washington St and reach E Austin St you've gone a little too far*

**1.4 Mi**  
299.6 Mi Total
- 



14. Turn slight right onto **US-87 N**. [Map](#)  
*US-87 N is 0.1 miles past N Cherry St*  
*Porky's Hamburgers is on the right*

**41.0 Mi**  
340.6 Mi Total
- 




15. Turn left onto **US-87 W / Fort McKavitt St / TX-29 W**. Continue to follow **US-87 W**. [Map](#)  
*US-87 W is just past Westmoreland St*  
*If you are on N Live Oak St and reach Fulton St you've gone a little too far*

**28.7 Mi**  
369.4 Mi Total
- 




16. Turn left onto **W Commerce St / US-87 / US-190 / US-377**. Continue to follow **US-87 N**. [Map](#)  
*US-87 N is just past W 1st St*  
*Evridge Furniture Center is on the corner*

**3.5 Mi**  
372.9 Mi Total
- 



17. Turn slight right. [Map](#)

**0.1 Mi**  
373.0 Mi Total
- 



18. Turn slight right onto **US-283**. [Map](#)

**40.6 Mi**  
413.7 Mi Total
- 




19. Turn left onto **US-84 / US-67 / US-283 / Wallis Ave**. Continue to follow **US-84 / US-283**. [Map](#)  
*US-84 is just past N Santa Fe St*  
*If you are on 8th St and reach Avenue B you've gone a little too far*

**9.5 Mi**  
423.2 Mi Total
- 




20. Turn right onto **US-84 W / US-283 N / TX-206 W**. Continue to follow **US-84 W**. [Map](#)  
*US-84 W is 0.4 miles past FM-3425*  
*Pizza Hut is on the corner*  
*If you are on Roosevelt St and reach N Nueces St you've gone a little too far*

**51.4 Mi**  
474.6 Mi Total
- EXIT** 



21. Take the **I-20-BL W / US-84 W** exit toward **Sweetwater**. [Map](#)

**0.3 Mi**  
474.9 Mi Total
- 



22. Turn left onto **S 1st St / I-20-BL W / US-80 W / US-84 W**. Continue to follow **I-20-BL W / US-80 W / US-84 W**. [Map](#)

**3.9 Mi**  
478.8 Mi Total
- 



23. Merge onto **I-20 W / US-84 W** toward **I-20-BL**. [Map](#)

**40.2 Mi**  
519.0 Mi Total
- 


24. Merge onto **US-84 W** via **EXIT 238A** toward **Snyder / Lubbock**. [Map](#)

**114.4 Mi**  
633.4 Mi Total
- 

25. Turn left onto **50th St**. [Map](#)  
*Walgreens is on the corner*  
*If you are on Avenue Q and reach 48th St you've gone about 0.1 miles too far*

**0.9 Mi**  
634.2 Mi Total
- 

26. Turn right onto **University Ave**. [Map](#)  
*University Ave is 0.2 miles past Avenue W*  
*7-Eleven is on the corner*  
*If you reach Akron Ave you've gone about 0.1 miles too far*

**2.5 Mi**  
636.7 Mi Total

HOUSTON COUNTY  
 BUDGET OFFICE  
 1000 PINE ST  
 HOUSTON, TX 77002  
 713-550-1234



27. Turn left onto **Broadway**. [Map](#)  
*Broadway is just past 13th St*  
*Freebirds World Burrito is on the right*  
*If you reach Main St you've gone a little too far*

**0.01 Mi**  
**636.7 Mi Total**



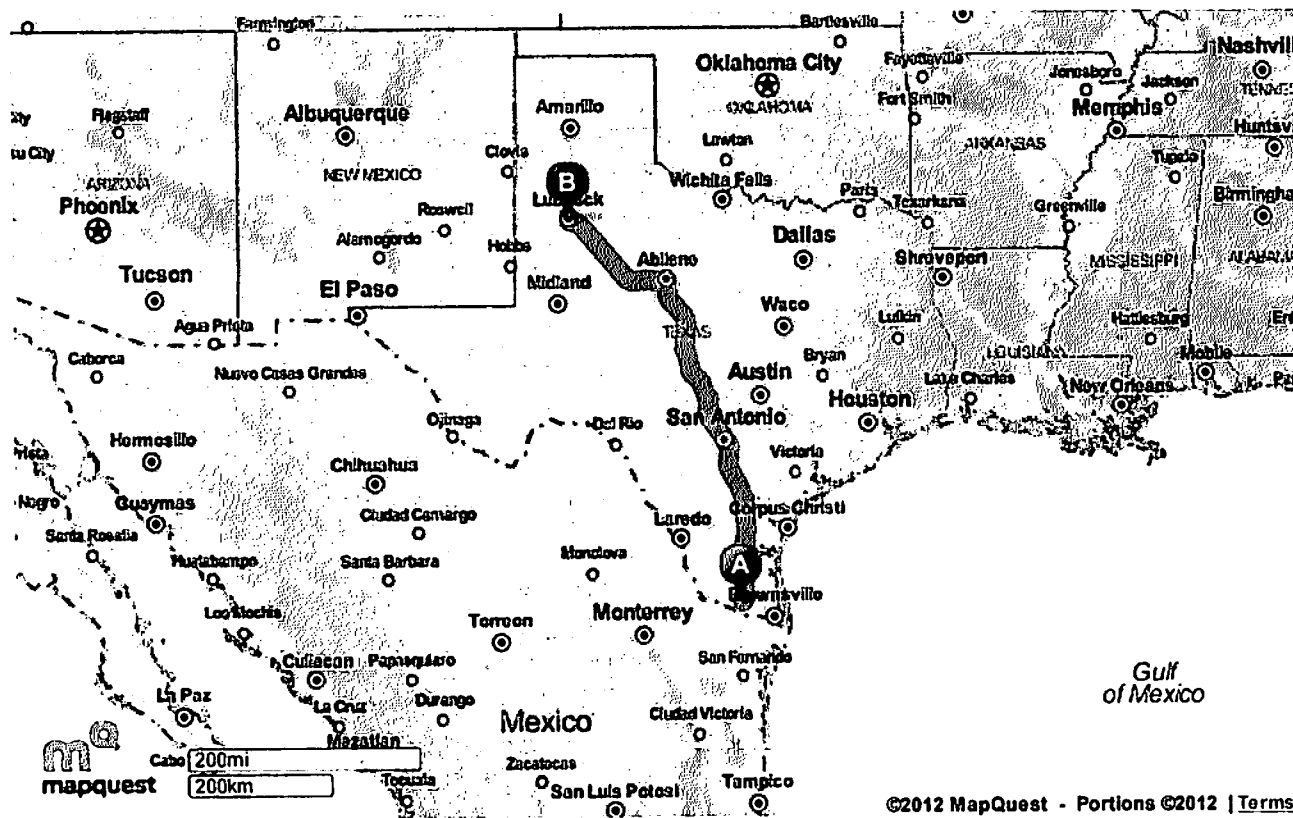
28. **2500 BROADWAY**. [Map](#)  
*If you reach Akron Ave you've gone about 0.1 miles too far*



**2500 Broadway, Lubbock, TX 79409**

REC'D  
BUDGET OFFICE  
MAY 25 PM 4 44

Total Travel Estimate: 636.71 miles - about 10 hours 40 minutes



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MIDALGO COUNTY  
BUDGET OFFICE  
MAY 25 PM 4:44