



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 07/10/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Adelita F. Munoz, CEA-Family & Consumer Science

EVENT INFORMATION

TITLE OF EVENT: 2012 TAE4-HA Conference
EVENT DATE(S) FROM: 08/01/12 TO: 08/03/12
DEPARTURE DATE: 07/31/12 RETURN DATE: 08/02/12
LOCATION OF EVENT: CITY: Round Rock STATE: Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.
[X] To obtain statutorily required continuing professional education.
[X] To obtain continuing education related to an employee's work or maintenance of a license or certification.
[X] To participate in professional organizations related to the employee or official's job assignment.

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.

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

Requisition # 00219278

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 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:
Adelita will share hotel room with Christina L. Perez, 4-H Agent who will also be attending this conference.
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.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 7/10/12 DEPARTMENT CONTACT PERSON: Noralinda 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): Veronica Ortiz DATE: 7/11/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD: [Signature]



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Adelita F. Munoz EMPLOYEE I.D. NO.: 127957 EMPLOYEE TITLE: CEA-FCS

DEPARTMENT: Hidalgo County Extension Service DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?           

DEPARTURE DATE: 7/31/12 RETURN DATE: 8/2/12

TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 11:00 PM

TO CITY: Round Rock STATE: Texas

SEMINAR/CONFERENCE/MEETING: START DATE: 8/1/2012 END DATE: 8/3/2012 ACTUAL NO. OF DAYS: 3

TITLE OF WORKSHOP/CONFERENCE: 2012 TAE4-HA Conference

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? We will utilize

PURPOSE/BENEFIT TO HIDALGO COUNTY:  
To obtain continuing education related to an employee's work or maintenance of a license or certification. 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
		31-Jul	1-Aug	2-Aug					
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00					\$27.00
Lunch	\$12.00	\$12.00	\$0.00	\$0.00					\$12.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
<b>Total</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$27.00</b>	<b>\$27.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$93.00</b>

\$ 93.00

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)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)

**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:** \$ 93.00

**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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2012 TAE4-HA CONFERENCE  
 ROUND ROCK, TEXAS  
 AUGUST 1-3, 2012

Name: Adelita F. Munoz District: 12  
 Title: CEA-FCS County: Hidalgo  
 Address: 410 N. 13th Avenue Phone: (956) 383-1026  
 City: Edinburg, TX Zip: 78542 Fax: (956) 383-1735  
 Email Address: amunoz@tam.u.edu

Is this your first time to attend a TAE4-HA State Conference? NO  
 Are you a past president of TAE4-HA? \_\_\_\_\_

**Registration Fees (Includes meals, banquet, workshops, and baseball game)**

<input checked="" type="checkbox"/>	Registration - Postmarked by July 9, 2012	\$ 140.00	\$ <u>140-00</u>
<input type="checkbox"/>	On Site/Late Registration	\$ 180.00	\$ -
<input type="checkbox"/>	Day Participant - Wednesday Only - August 1	\$ 75.00	\$ -
<input type="checkbox"/>	Day Participant - Thursday Only - August 2	\$ 80.00	\$ -
<input type="checkbox"/>	Day Participant - Friday Only - August 3	\$ 25.00	\$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

**Additional Event Tickets**

<input type="checkbox"/>	August 1 - Awards Luncheon	<u>          </u> X	\$30.00	=	\$ -
<input type="checkbox"/>	August 2 - Luncheon	<u>          </u> X	\$30.00	=	\$ -
<input type="checkbox"/>	August 2 - Round Rock Express Game	<u>          </u> X	\$30.00	=	\$ -
<b>Total Amount Due</b>					\$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

**Additional Information**

**Return completed registration form and payment to:**  
 District 8 TAE4-HA  
 %Emily Cooper  
 300 West Third Avenue, Suite 305  
 Corsicana, Texas 75110  
 Office: 903-654-3075

**Make checks payable to:**  
 District 8 TAE4-HA

Registration will be confirmed by e-mail  
 Receipts will be emailed after Registration is received

[Hotel Information: Marriot Austin North](#)

TAE4-HA Room rate: \$99 (Please ask for TAE4-HA rate when booking)  
 Hotel Room Booking Deadline: July 9, 2012  
 2600 La Frontera Boulevard • Round Rock TX 78681  
 Phone: (512) 733-6767 or (800) 865-0546



**All Trails Lead to Round Rock**  
**2012 Texas Association of Extension 4-H Agents**  
**Annual Conference**  
 August 1-3, 2012  
 \*\*\*Tentative\*\*\*

**Tuesday, July 31, 2012**

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3:00 pm – 6:00 pm	Early Registration	
7:30 pm	Pre-Conference Social	Hospitality Suite
	42 Tournament and other activities	
	Dinner on your own	

**Wednesday, August 1, 2012**

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	Breakfast on your own	
8:00 am – 3:00 pm	Registration Open	Ballroom Lobby
8:00 am – 10:00 am	Trade Show Set-Up	
9:00 am – 11:00 am	Silent Auction Set-Up	
10:00 am – 5:30 pm	Trade Show Open	La Frontera Ballroom I & II
11:00 am – 5:30 pm	Silent Auction Open	La Frontera Ballroom III & IV
9:00 am – 10:00 am	Past Presidents Meeting	La Frontera Ballroom V
9:00 am – 10:00 am	Pre-Conference Board Meeting	La Frontera Ballroom VI
10:00 am – 10:45 am	First Timers Orientation	Milam
11:30 am – 1:30 pm	Opening Session & Awards Luncheon	La Frontera Ballroom III & IV
	Opening Ceremonies	
	Lunch	
	Welcome & Keynote Speaker, Williamson County Judge Dan Gattis	
	Awards Presentation	
1:30 pm – 2:30 pm	Business Meeting	La Frontera Ballroom III & IV
	Officer Elections	
2:30 pm – 2:45 pm	Break	
2:45 pm – 3:30 pm	Risk Management Discussion, <i>Dr. Chris Boleman</i>	La Frontera Ballroom III & IV
3:30 pm – 4:30 pm	Concurrent Sessions	
	Housing & Home Environment 4-H Project, <i>Angela McCorkle</i>	Milam Boardroom
	GEAR UP & Go...Get with the Game, <i>Karla Friesenhahn &amp; Laura Huebinger</i>	Blanco Boardroom
	ATV Safety, <i>Carol Smith</i>	Bastrop Boardroom
	Mother-Daughter Tea, <i>Adelita F. Munoz</i>	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
	Evening on your own	

## Thursday, August 2, 2012

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8:00 am	Breakfast on your own	
8:30 am – 10:30 am	Registration Opens	Ballroom Lobby
10:30 am – 10:45 am	Administrative Updates	La Frontera Ballroom III & IV
10:45 am – 11:45 am	Break	
11:45 am – 1:00 pm	Business Meeting	La Frontera Ballroom III & IV
1:00 pm – 3:00 pm	Lunch	
3:00 pm – 3:15 pm	Livestock Show Updates	La Frontera Ballroom III & IV
3:15 pm – 4:15 pm	Break	
	Concurrent Sessions	
	Livestock Ambassador, <i>Billy Zanolini</i>	Milam Boardroom
	Welcome to the Real World, <i>Angela McCorkle</i>	Blanco Boardroom
	Passenger Safety, <i>Bev Kellner</i>	Bastrop Boardroom
	Watch UR BAC, <i>Bobbi Brooks</i>	La Frontera Ballroom V
	Teens Leading The Way...Learn How, <i>Kori Myers</i>	La Frontera Ballroom VI
4:30 pm – 5:30 pm	Concurrent Sessions	
	Equine Ambassador, <i>Roger Skipper</i>	Milam Boardroom
	Fuel Up to Play 60, <i>Susan Ballabina &amp; East Region CEAs</i>	Blanco Boardroom
	Internet Safety, <i>Weldon Floyd</i>	Bastrop Boardroom
	ATV Safety, <i>Carol Smith</i>	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
Arrive between 6:00-6:30 pm	Dinner & Round Rock Express Baseball Game <i>Hamburger/Hot Dog Dinner Buffet available upon arrival. First pitch at 7:05pm</i>	Dell Diamond <i>Transportation on your own</i>

## Friday, August 3, 2012

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	Breakfast on your own	
8:15 am – 9:00 am	New Officer Orientation	
9:00 am – 10:30 am	Business Meeting NAE4-HA Update Committee Reports	La Frontera Ballroom III & IV
10:30 am	Capnote Speaker Mr. James Olson, Senior Lecturer, Bush School of Government & Public Service, Former CIA	La Frontera Ballroom III & IV
11:30 am	Officer Installation	
12:00 pm	Closing & Adjourn	

**From:** "Marriott Hotels & Resorts Reservation"  
**To:** [Nora Cruz](#)  
**Subject:** Austin Marriott North Reservation Confirmation #90683972  
**Date:** Tuesday, July 10, 2012 10:24:25 AM

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Marriott Hotels & Resorts



### Austin Marriott North

2600 La Frontera Boulevard,  
Round Rock, Texas 78681 USA  
Phone: 1-512-733-6767 Fax: 1-512-733-6868

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### Reservation for MS ADELITA MUNOZ

**Confirmation Number: 90683972**  
**Check-in:** Tuesday, July 31, 2012 (03:00 PM)  
**Check-out:** Thursday, August 2, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

**Dear MS ADELITA MUNOZ,**

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Austin Marriott North

## Planning Your Trip

Check out some of Round Rock's top attractions

Book with Hertz: Save up to 35% and Earn 500 Rewards Points

Book Cars, Tours & More - get great rates on local tours and attractions

## Reservation Details

**Confirmation Number: 90683972**  
**Your hotel:** Austin Marriott North  
**Check-in:** Tuesday, July 31, 2012 (03:00 PM)  
**Check-out:** Thursday, August 2, 2012 (12:00 PM)  
**Room type:** Guest room, 1 King or 2 Double  
**Number of rooms:** 1  
**Guests per room:** 2  
**Guest name:** ADELITA MUNOZ, CHRISTINA PEREZ  
**Reservation confirmed:** Tuesday, July 10, 2012 (15:24:00 GMT)  
**Guarantee method:** 6PM hold

**Special request(s):**

- Late Arrival, Request Noted

Summary of Room Charges	Cost per night per room (USD)
Tuesday, July 31, 2012 - Thursday, August 2, 2012 ( 2 nights ) ----- TAE4HA	109.00
Estimated government taxes and fees	16.35
<b>Total for stay (for all rooms)</b>	<b>250.70</b>
<ul style="list-style-type: none"> <li>• Complimentary on-site parking</li> <li>• Changes in taxes or fees implemented after booking will affect the total room price.</li> </ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.



#### Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.

[Learn More and Apply](#)

## Travel Alerts

- Rollaway beds are not permitted in rooms with 2 double beds per local fire code.
- Introducing the NEW, FREE Marriott Mobile App. **Download Today!**
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy.  
[Learn more](#)
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

#### Look No Further

You've received the best possible rate - guaranteed.

#### Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our [Privacy Statement](#) for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. Contact [Internet Customer Care](#).

#### Promotional email unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time.

If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so [here](#). In addition, you may unsubscribe from The Ritz-Carlton email community [here](#)

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

#### Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 07/10/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT: 2012 TAE4-HA Conference
EVENT DATE(S) FROM: 08/01/12 TO: 08/03/12
DEPARTURE DATE: 07/31/12 RETURN DATE: 08/02/12
LOCATION OF EVENT: CITY: Round Rock 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, and MODE OF TRAVEL. Includes rows for registration fee, airfare, taxi, bus, rental car, gas, mileage, telephone calls, parking, lodging, meals, and other expenses.

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

Requisition # 00219275

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

Room will be shared with Adelita F. Munoz who will be attending the same conference.

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.
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
X

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 Henry 7/10/12
DEPARTMENT CONTACT PERSON: Noralinda Cruz 383-1026
PHONE NO.: 383-1026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individual(s) listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): Veronica Ortiz DATE: 7/11/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-70
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:



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

### A. TRIP AND TRAVELER INFORMATION

<b>EMPLOYEE NAME:</b> Christina L. Perez		<b>EMPLOYEE I.D. NO.:</b> 188760	<b>EMPLOYEE TITLE:</b> CEA-4-H & Youth Dev.
<b>DEPARTMENT:</b> Hidalgo County Extension Service		<b>DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?</b> _____	
<b>DEPARTURE DATE:</b> 7/31/12	<b>RETURN DATE:</b> 8/2/12		
<b>TIME OF DEPARTURE:</b> 7:00 AM	<b>TIME OF RETURN:</b> 11:00 PM		
<b>TO CITY:</b> Round Rock	<b>STATE:</b> Texas		
<b>SEMINAR/CONFERENCE/MEETING:</b>	<b>START DATE:</b> 8/1/2012	<b>END DATE:</b> 8/3/2012	<b>ACTUAL NO. OF DAYS:</b> 3
<b>TITLE OF WORKSHOP/CONFERENCE:</b> 2012 TAE4-HA Conference			
<b>METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):</b> County Vehicle		<b>IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.</b> Yes	
<b>LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?</b> Adelita F. Munoz			
<b>DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?</b> Yes		<b>IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?</b> We will be using	
<b>PURPOSE/BENEFIT TO HIDALGO COUNTY:</b> To obtain continuing education related to an employee's work or maintenance of a license or certification. 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	Total
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Lunch	\$12.00	\$12.00	\$0.00	\$0.00				\$12.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00				\$54.00
<b>Total</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$27.00</b>	<b>\$27.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$93.00</b>

Meal per diems must be prorated for 1st day and last day of travel as follows:	
<b>Departure:</b>	<b>Arrival:</b>
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. - 8:00 p.m. (breakfast & lunch) \$ 21.00
After 1:00 p.m. (dinner) \$ 18.00	After 8:00 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 travelling 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)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

<b>V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:</b>	<b>VI. TOTAL TRAVEL ADVANCE REQUESTED:</b> \$ 93.00
<b>VII. COMMENTS:</b>	<b>VII. GENERAL LEDGER ACCOUNT NUMBER:</b> 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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2012 TAE4-HA CONFERENCE  
 ROUND ROCK, TEXAS  
 AUGUST 1-3, 2012

Name: Christina Perez District: 12  
 Title: CEA- 4-H Youth Development County: Hidalgo  
 Address: 410 N 13th Ave Phone: 956-383-1026  
 City: Edinburg Zip: 78541 Fax: 956-383-1375  
 Email Address: christina.perez@ag.tamu.edu  
 Is this your first time to attend a TAE4-HA State Conference? YES  
 Are you a past president of TAE4-HA? NO

**Registration Fees (Includes meals, banquet, workshops, and baseball game)**

<input checked="" type="checkbox"/>	Registration - Postmarked by July 9, 2012	\$ 140.00	\$ <u>140.00</u>
<input type="checkbox"/>	On Site/Late Registration	\$ 180.00	\$ -
<input type="checkbox"/>	Day Participant - Wednesday Only - August 1	\$ 75.00	\$ -
<input type="checkbox"/>	Day Participant - Thursday Only - August 2	\$ 80.00	\$ -
<input type="checkbox"/>	Day Participant - Friday Only - August 3	\$ 25.00	\$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

**Additional Event Tickets**

<input type="checkbox"/>	August 1 - Awards Luncheon	<u>          </u> X	\$30.00	=	\$ -
<input type="checkbox"/>	August 2 - Luncheon	<u>          </u> X	\$30.00	=	\$ -
<input type="checkbox"/>	August 2 - Round Rock Express Game	<u>          </u> X	\$30.00	=	\$ -
<b>Total Amount Due</b>					\$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

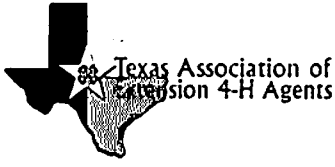
**Additional Information**

**Return completed registration form and payment to:**  
 District 8 TAE4-HA  
 %Emily Cooper  
 300 West Third Avenue, Suite 305  
 Corsicana, Texas 75110  
 Office: 903-654-3075

**Make checks payable to:**  
 District 8 TAE4-HA

Registration will be confirmed by e-mail  
 Receipts will be emailed after Registration is received

Hotel Information: Marriot Austin North  
 TAE4-HA Room rate: \$99 (Please ask for TAE4-HA rate when booking)  
 Hotel Room Booking Deadline: July 9, 2012  
 2600 La Frontera Boulevard • Round Rock TX 78681  
 Phone: (512) 733-6767 or (800) 865-0546



**All Trails Lead to Round Rock**  
**2012 Texas Association of Extension 4-H Agents**  
**Annual Conference**  
 August 1-3, 2012  
 \*\*\*Tentative\*\*\*

**Tuesday, July 31, 2012**

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3:00 pm – 6:00 pm	Early Registration	
7:30 pm	Pre-Conference Social 42 Tournament and other activities Dinner on your own	Hospitality Suite

**Wednesday, August 1, 2012**

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	Breakfast on your own	
8:00 am – 3:00 pm	Registration Open	Ballroom Lobby
8:00 am – 10:00 am	Trade Show Set-Up	
9:00 am – 11:00 am	Silent Auction Set-Up	
10:00 am – 5:30 pm	Trade Show Open	La Frontera Ballroom I & II
11:00 am – 5:30 pm	Silent Auction Open	La Frontera Ballroom III & IV
9:00 am – 10:00 am	Past Presidents Meeting	La Frontera Ballroom V
9:00 am – 10:00 am	Pre-Conference Board Meeting	La Frontera Ballroom VI
10:00 am – 10:45 am	First Timers Orientation	Milam
11:30 am – 1:30 pm	Opening Session & Awards Luncheon Opening Ceremonies Lunch Welcome & Keynote Speaker, Williamson County Judge Dan Gattis Awards Presentation	La Frontera Ballroom III & IV
1:30 pm – 2:30 pm	Business Meeting Officer Elections	La Frontera Ballroom III & IV
2:30 pm – 2:45 pm	Break	
2:45 pm – 3:30 pm	Risk Management Discussion, <i>Dr. Chris Boleman</i>	La Frontera Ballroom III & IV
3:30 pm – 4:30 pm	Concurrent Sessions Housing & Home Environment 4-H Project, <i>Angela McCorkle</i> GEAR UP & Go...Get with the Game, <i>Karla Friesenhahn &amp; Laura Huebinger</i> ATV Safety, <i>Carol Smith</i> Mother-Daughter Tea, <i>Adelita F. Munoz</i> Workshop TBA	Milam Boardroom Blanco Boardroom Bastrop Boardroom La Frontera Ballroom V La Frontera Ballroom VI
	Evening on your own	

## Thursday, August 2, 2012

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8:00 am	Breakfast on your own Registration Opens	Ballroom Lobby
8:30 am – 10:30 am	Administrative Updates	La Frontera Ballroom III & IV
10:30 am – 10:45 am	Break	
10:45 am – 11:45 am	Business Meeting	La Frontera Ballroom III & IV
11:45 am – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	Livestock Show Updates	La Frontera Ballroom III & IV
3:00 pm – 3:15 pm	Break	
3:15 pm – 4:15 pm	Concurrent Sessions	
	Livestock Ambassador, <i>Billy Zanolini</i>	Milam Boardroom
	Welcome to the Real World, <i>Angela McCorkle</i>	Blanco Boardroom
	Passenger Safety, <i>Bev Kellner</i>	Bastrop Boardroom
	Watch UR BAC, <i>Bobbi Brooks</i>	La Frontera Ballroom V
	Teens Leading The Way...Learn How, <i>Kori Myers</i>	La Frontera Ballroom VI
4:30 pm – 5:30 pm	Concurrent Sessions	
	Equine Ambassador, <i>Roger Skipper</i>	Milam Boardroom
	Fuel Up to Play 60, <i>Susan Ballabina &amp; East Region CEAs</i>	Blanco Boardroom
	Internet Safety, <i>Weldon Floyd</i>	Bastrop Boardroom
	ATV Safety, <i>Carol Smith</i>	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
Arrive between 6:00-6:30 pm	Dinner & Round Rock Express Baseball Game <i>Hamburger/Hot Dog Dinner Buffet available upon arrival. First pitch at 7:05pm</i>	Dell Diamond <i>Transportation on your own</i>

## Friday, August 3, 2012

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	Breakfast on your own	
8:15 am – 9:00 am	New Officer Orientation	
9:00 am – 10:30 am	Business Meeting	La Frontera Ballroom III & IV
	NAE4-HA Update	
	Committee Reports	
10:30 am	Capnote Speaker	La Frontera Ballroom III & IV
	Mr. James Olson, Senior Lecturer, Bush School of Government & Public Service, Former CIA	
11:30 am	Officer Installation	
12:00 pm	Closing & Adjourn	

**From:** "Marriott Hotels & Resorts Reservation"  
**To:** [Nora Cruz](#)  
**Subject:** Austin Marriott North Reservation Confirmation #90683972  
**Date:** Tuesday, July 10, 2012 10:24:25 AM

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Marriott Hotels & Resorts



### Austin Marriott North

2600 La Frontera Boulevard,  
Round Rock, Texas 78681 USA  
Phone: 1-512-733-6767 Fax: 1-512-733-6868

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### Reservation for MS ADELITA MUNOZ

**Confirmation Number: 90683972**  
**Check-in:** Tuesday, July 31, 2012 (03:00 PM)  
**Check-out:** Thursday, August 2, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

**Dear MS ADELITA MUNOZ,**

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Austin Marriott North

## Planning Your Trip

Check out some of Round Rock's top attractions

Book with Hertz: Save up to 35% and Earn 500 Rewards Points

Book Cars, Tours & More - get great rates on local tours and attractions

## Reservation Details

**Confirmation Number: 90683972**  
**Your hotel:** Austin Marriott North  
**Check-in:** Tuesday, July 31, 2012 (03:00 PM)  
**Check-out:** Thursday, August 2, 2012 (12:00 PM)  
**Room type:** Guest room, 1 King or 2 Double  
**Number of rooms:** 1  
**Guests per room:** 2  
**Guest name:** ADELITA MUNOZ, CHRISTINA PEREZ  
**Reservation confirmed:** Tuesday, July 10, 2012 (15:24:00 GMT)  
**Guarantee method:** 6PM hold

**Special request(s):**

- Late Arrival, Request Noted

Summary of Room Charges	Cost per night per room (USD)
Tuesday, July 31, 2012 - Thursday, August 2, 2012 ( 2 nights )	109.00
TAE4HA	
Estimated government taxes and fees	16.35
<b>Total for stay (for all rooms)</b>	<b>250.70</b>
<ul style="list-style-type: none"> <li>• Complimentary on-site parking</li> <li>• Changes in taxes or fees implemented after booking will affect the total room price.</li> </ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.



### Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.

[Learn More and Apply](#)

## Travel Alerts

- Rollaway beds are not permitted in rooms with 2 double beds per local fire code.
- Introducing the NEW, FREE Marriott Mobile App. **Download Today!**
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy.  
[Learn more](#)
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

### Look No Further

You've received the best possible rate - guaranteed.

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This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. [Contact Internet Customer Care.](#)

### Promotional email unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time.

If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so [here](#). In addition, you may unsubscribe from The Ritz-Carlton email community [here](#)

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

### Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.