



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DEPARTMENT NAME: Hidalgo County Executive Office DATE OF REQUEST: 08/15/12
 NAME & TITLE OF EMPLOYEE(S): _____ TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 TRAVELING: _____ Valde Guerra

EVENT INFORMATION

TITLE OF EVENT: 2012 County Investment Office Training, Level I
 EVENT DATE(S) FROM: 10/07/12 TO: 10/13/12
 DEPARTURE DATE: 10/07/12 RETURN DATE: 10/13/12
 LOCATION OF EVENT: CITY: Austin 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.

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)	\$ 395.00		AIRFARE* <input checked="" type="checkbox"/>
Subtotal for Object Code 584	\$ 395.00	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 415.60		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	\$ 745.20		
11. MEALS	\$ 273.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 1,433.80		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,828.80	\$	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			

Reg.#'s
 Airfare - 221196
 Hotel - 221198
 Meals - 221202
 Registration - 221204

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: _____ DATE: 8/22/12 DEPARTMENT CONTACT PERSON: Laura Torres PHONE NO.: X4855

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:	



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Valde Guerra	EMPLOYEE ID. NO.:	019542	EMPLOYEE TITLE:	Commissioner's Court Executive Officer	
DEPARTMENT:	Hidalgo County Executive Office	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	10/7/12	RETURN DATE:	10/13/12			
TIME OF DEPARTURE:	6:00 AM	TIME OF RETURN:	10:00 PM			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	10/7/2012	END DATE:	10/13/2012	ACTUAL NO. OF DAYS	7
TITLE OF WORKSHOP/CONFERENCE:	2012 County Investment Officer Training, Level 1					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	AIRFARE	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?						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	NO	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO 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	MONTH / DAY	Total
		7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$63.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$84.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$126.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$273.00

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 @ \$ 0.510 (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 _____ VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 273.00

VII. COMMENTS: _____ VII. GENERAL LEDGER ACCOUNT NUMBER: _____

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	Valde Guerra DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 2 OF 2

DEPARTMENT:	Hidalgo County Executive Office		
DEPARTURE DATE:	10/7/2012	RETURN DATE:	10/13/2012
TO CITY:	Austin	STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Valde Guerra		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL:	Sheraton Austin Hotel	HOTEL PHONE NO.:	(512) 478-1111
ADDRESS OF HOTEL:	701 East 11th St. Austin, Tx. 78701	CONFIRMATION NO.(s):	655388614
ROOM RATE:	\$ 108.00	PURCHASE ORDER NO.:	
NUMBER OF NIGHTS:	6	GENERAL LEDGER ACCT NO.:	2-1100-413-00-125-001-0-583
ROOM RATE:		TOTAL NO. OF ROOMS:	1
NUMBER OF NIGHTS:			
ROOM RATE:		HOTEL TAX RATE:	15.00%
NUMBER OF NIGHTS:			
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B.			\$ 745.20

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES/NO	IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.
NAME OF CAR RENTAL COMPANY:	
ADDRESS OF CAR RENTAL COMPANY:	
<i>Note: Coordination of travel is required for every group of 4 or less</i>	
PHONE NUMBER OF CAR RENTAL COMPANY:	
VEHICLE NO. 1 TYPE:	VEHICLE NO. 2 TYPE:
DAILY CAR RATE:	DAILY CAR RATE:
NUMBER OF DAYS:	NUMBER OF DAYS:
CONFIRMATION NO.:	CONFIRMATION NO.:
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING:	VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING:
PURCHASE ORDER NO.	GL ACCT NO.:
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.	

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY:	Southwest Airlines
ADDRESS OF AIRLINE COMPANY:	
PHONE NO. OF AIRLINE COMPANY:	CONFIRMATION NO.:
ROUND TRIP AIRFARE PER PERSON:	\$415.60
NUMBER OF TRAVELERS:	1
GENERAL LEDGER ACCOUNT NUMBER	2-1100-413-00-125-001-0-583
P.O. NO.	
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D.	

SUBTOTAL (B+C+D) \$ 1,160.80

August 17, 2012

Vale Guerra
Executive Officer
Hidalgo County
2818 S. Business Hwy 281
Edinburg, TX 78539

Dear Mr. Guerra

We are delighted to confirm your enrollment in the Texas Association of Counties County Investment Officer Level I Training program. The class begins on Sunday, October 7 and continues through Saturday, October 13, 2012. The following are a few details about the class, hotel, and exam.

Schedule

Sunday, October 7, 2012

1-3 pm	Registration	Sheraton Austin Hotel at the Capitol – Creekside I
3-6 pm	Classes	Sheraton Austin Hotel at the Capitol – Creekside I
6 pm	Networking	Sheraton Austin Hotel at the Capitol – Lobby Bar

Monday, October 8-Friday, October 12

7:30 am	Breakfast	Texas Association of Counties Events Center
8:30am – 5pm	Classes	Texas Association of Counties Events Center

Thursday, October 11

pm	Esther's Follies & Downtown Austin (transportation provided)
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Saturday, October 13

7:30 am	Breakfast	Sheraton Austin Hotel at the Capitol – Creekside I
9:00 am	Exam	Sheraton Austin Hotel at the Capitol – Creekside I

Texas Association of Counties 4th Floor Events Center

1210 San Antonio Street (at 13th Street), Austin
(512) 478-8753

Texas Association of Counties is located 0.8 miles from the hotel. Attendees are welcome to complimentary self parking in the TAC building parking garage. Breakfast and lunch will be provided for you Monday through Friday at the TAC Events Center. Please dress

RECEIVED
OFFICE OF EXECUTIVE OFFICER
ON: 8/20/12 BY: 

in layers, as the meeting room temperature can vary. The optional CIO certification exam begins at 9am Saturday at the Sheraton Hotel for those who wish to obtain the CIO credential. It is an open book exam. Please bring your calculator.

Hotel

Sheraton Austin Hotel at the Capitol
701 East 11th St.
(512) 478-1111

- Parking:** Discounted self parking at \$10 per vehicle per day
- Reservations:** The hotel block cutoff date is September 9, 2012. Call 1-888-627-8349 and ask for the "Texas Association of Counties" room block to receive the \$108 plus tax single occupancy rate.
- Please contact the Sheraton Hotel directly should you need to cancel your hotel reservations.
- Check In:** Check in begins at 3pm and check out time is noon. The hotel will store your luggage upon request until session is over on Sunday. Please check out of your hotel room before the CIO certification exam on Saturday.

Special Event

On Thursday evening, we invite you attend an evening at Esther's Follies, a live comedy performance located downtown on 6th Street. Transportation will be provided.

Survey

Please complete the following survey questions so that our faculty may best understand the class. Fax back to Angela at (512) 477-1324.

Feel free to contact us with any questions at (800) 456-5974.

See you in October!

Angela Russell and Deanna Auert
Texas Association of Counties Education Department
(512) 478-8753 / (800) 456-5974 toll free in Texas
(512) 477-1324 fax
angelar@county.org / deannaa@county.org

County Investment Officer Level I 2012 Survey

Valde, please answer the following questions and fax this page to Angela Russell at (512) 477-1324 by September 12.

1. How long have you been in your present job?
2. What is your portfolio made up of?
3. Are you the primary investor?
4. What is your knowledge of PFIA?
5. Why are you taking this class?
6. How actively involved are you in your depository contract & investment policy?
7. Describe your function as it relates to investments.

I plan to join the group for an evening on 6th Street and attend a performance of Esther's Follies.

Yes No

Signature _____

Please fax this page to us by September 12. (512) 477-1324

**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: 8/15/12
Department: Hidalgo County Executive Office Requestor: Lauro Torres EXT: 4859
Number of Employees: 1
Employee(s) Name (DOB if requesting airfare): Valde Guerra D.O.B. 11/22/1966
Destination: Austin, TX.
Name of Seminar/Conference: 2012 County Investment Officer Training, Level 1
Travel Account Number: 2-1100-413-00-125-001-0-583

HOTEL: Req. #: 221198 P.O. #: _____


MUST REQUEST CHECK FOR HOTEL

Hotel Name: sheraton Austin Hotel Hotel Address: 701 East 11th Street
Number of Rooms: 1 Hotel Phone Number: (512) 478-1111
Check In: October 7, 2012 Check Out: October 13, 2012
Single Bed or Double Beds

AUTO: Req. #: _____ P.O. #: _____

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

AIRFARE: Req. #: 221196 P.O. #: CITIBANK vendor #: 343277
Refundable: YES NO Airline Name: _____

Departure Date/Time: October 7, 2012 Return Date/Time: October 13, 2012
 Date: 8/15/12
Signature: Elected Official/Department Head
Original Signature is required

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: 3/7-2012