



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/22/12

TOTAL NUMBER OF EMPLOYEES

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture; Adelta F. Munoz, CEA-FCS; Christina L. Perez, CEA-4-H & Youth Development; Brad Cowan, CEA-Agriculture

8/28/12
EAN Holdings
Enterprise Continental
Reg. # 00221962

EVENT INFORMATION

TITLE OF EVENT: District 12 Program Planning Workshop
EVENT DATE(S) FROM: 08/18/12 TO: 08/19/12
DEPARTURE DATE: 08/18/12 RETURN DATE: 08/19/12
LOCATION OF EVENT: CITY: Laredo 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).

Brad
Reimbursement for
Hotel/meals/Reg.
Reg. # 00221986

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.

Barbara
Reimbursement for
Hotel/meals/Registration
Reg. # 00221997

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Rows include Registration Fee (\$200.00), Airfare, Taxi, Bus, Rental Car (\$176.39), Gasoline, Mileage, Telephone, Parking, Lodging (\$216.60), Meals (\$108.00), and Other Expenses (\$500.99). Total estimated travel expenses: \$700.99.

Adelita
Reimbursement for
meals & Registration
Reg. # 00222003

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: Barbara Storz DATE: 8/28/12 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): Veronica Ortiz DATE: 8/28/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 383-1025

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

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

09/11/12

August 20, 2012

MEMO TO: All District 12 County Faculty & Specialists serving District 12

SUBJECT: District 12 Program Planning Workshop
September 18-19, 2012
Staybridge Suites, Laredo

The 2012 District 12 Program Planning Workshop will be held September 18-19, 2012 at Staybridge Suites Laredo located at 7010 Bob Bullock Loop in Laredo. Registration will be from 9:00 - 9:30 a.m. with the program immediately following registration. We will be meeting in the Luna and Sol rooms. A map is enclosed.

A \$50 registration fee will be charged for the workshop to cover meal and facility costs. All persons attending must register at <http://agriliferegister.tamu.edu/> no later than **Tuesday, September 11.**

Below are items for your attention as you prepare:

Dress: Dress for this conference will be business casual.

Lodging: We have blocked rooms at the Staybridge Suites but reservations are your individual responsibility. Room rate is \$95 and is being held under "AgriLife Extension". There is a 72 hour notice required for cancellations of room reservation. Cut off date is September 7, 2012.

Meals: The Staybridge provides a complimentary hot breakfast and will provide a dinner on Tuesday evening. We will provide lunch on both days.

- continued -

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

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

The items below require your attention to ensure that this event provides the most possible support to you professionally as you prepare to develop major program plans for 2013.

- ★ **Submit registration** via <http://agriferegister.tamu.edu/> on or before Tuesday, September 11 and make room reservations by September 7. Room blocks will be released after September 7th.
- ★ **Review program planning guidelines.** The Organizational Development unit has revised the guidelines for program planning. Most will remain the same with some adjustments. These documents are attached and will be available on the website for download. You are responsible for reviewing them in advance of our meeting.
- ★ **Meet and communicate with district and state-based specialists,** cooperating agents, LAB/Youth board/PAC committee members, partners, and others as appropriate to identify programs, plans, and tasks needed to support your program 2013.
- ★ **Develop draft outcome and output plans** and be prepared to share and discuss them with appropriate RPDs, co-workers, and specialists as appropriate. This includes 4-H plans in counties where there is no 4-H agent.
- ★ **As appropriate for your assigned job responsibilities,** complete pages 22-26 in the "Planning for Excellence" guide in advance of the meeting and bring 2 copies (one for DEA, one for RPD).

This shall serve as your authorization to travel to Laredo and charge expenses to your regular travel account. Please call or email if you have any questions or need further information. We look forward to seeing you there!

Sincerely,



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

RJS:lg

Enclosures: Tentative Agenda
Program Planning Document

cc: Dr. Darrell Dromgoole
Dr. Monty C. Dozier
Dr. Elaine K. Fries
Mr. Luis Saldaña

District 12 Program Planning Workshop
September 18-19, 2012
Staybridge Suites, Laredo

TENTATIVE AGENDA

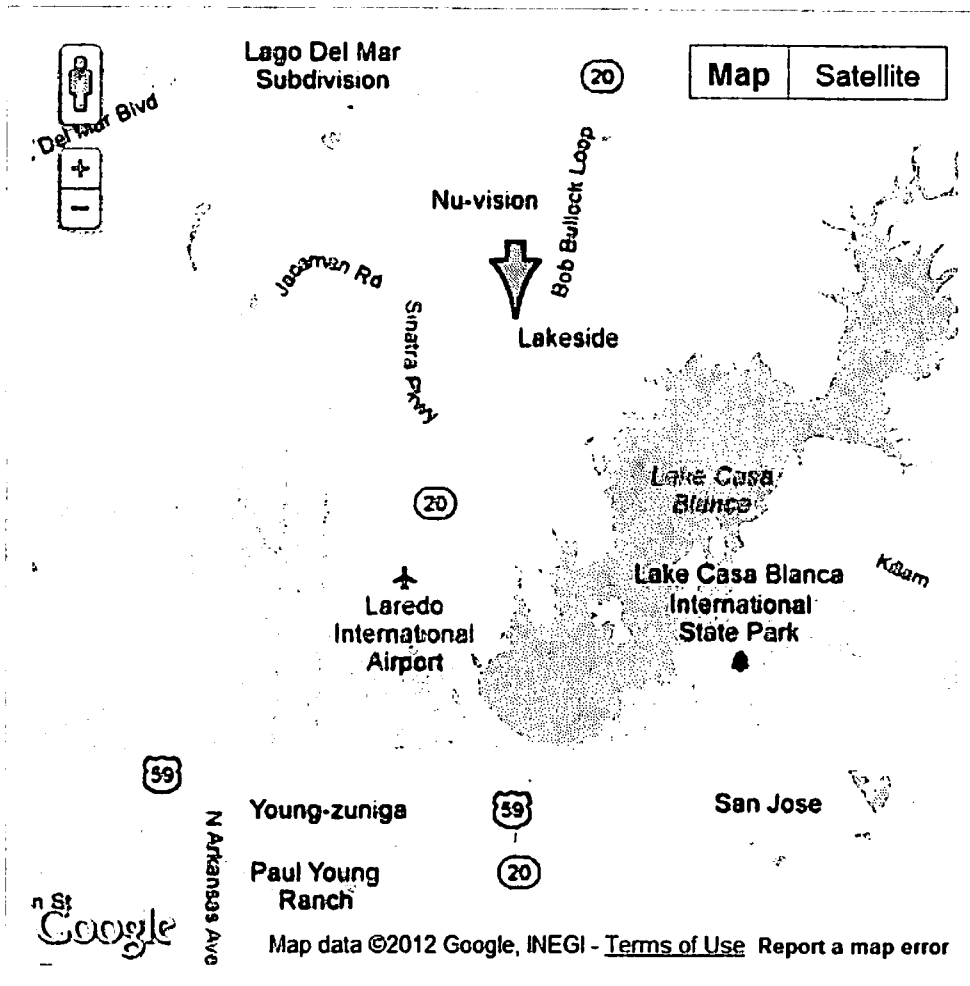
Tuesday, September 18

- 9:00 Registration
- 9:30 Opening Remarks & Overview of Program Planning Expectations
 - Dr. Ruben Saldana
- Community Resource & Economic Development
 - Drs. Monty Dozier & Elaine Fries
- 10:00 Texas 4-H Inc.
 - Luis Saldana
- 12:00 Lunch (provided)
- TAE4HA Meeting (immediately following lunch)
- 1:00 Program Planning Breakout Sessions
 ANR Agents - Monty Dozier
 FCS Agents - Elaine Fries
- 4:30 Association Meetings
 TCAAA
 TEAFCS
- Adjourn (immediately following association meetings)

Wednesday, September 19

- 8:00 Texas 4-H Inc. (Continued)
- 10:00 County/District 4-H Event Planning Session
 Discussion Items:
 * improving county-based events
 * increasing county enrollment
 * district event planning
- Program Planning Sessions (Wrap Up)
 ANR Program Planning - Monty Dozier
 FCS Program Planning - Elaine Fries
- 11:30 Administrative Update
- 12:00 Lunch (provided)
- 1:00 New Agent Training (New Agents only)
- 5:00 Adjourn

Staybridge Suites
7010 Bob Bullock Loop
Laredo, TX 78041
956-722-0444



Directions:

The Staybridge Suites are on the corner of Loop 20 and Jacaman Road (adjacent to La Quinta).

From I-35, take Loop 20 past the TAMU campus to Jacaman Rd. Hotel will be on your right.

From Hwy 359, take a right onto Loop 20 past Hwy 59 and the airport to Jacaman Rd. Hotel will be on your left.



GUEST INFORMATION

Brad Cowan
410 N13 Ave
Edinburg TX 78541
US DESCRIPTION

Email Address:

Opt Out:
I do not wish to receive communications

MEMBERSHIP INFORMATION

Priority Club Enrollment: Yes No
Smoking Preference: _____ Bed Type: _____
Preferred Language: _____

RESERVATION INFORMATION

Confirmation No. 85974428 Room Type: Studio Suite 1 King NS Room #:
Arrival Date: 09-18-12 Rate Code: Arrival Rate: 95.00 USD
Departure Date: 09-19-12 Group: AGE
Number of Nights: 1 Company:
Number of Guests: 1/0

Guest Initials:
W/TAY 108.30

SETTLEMENT INFORMATION

Payment Method: Cash

If any of the above information is incorrect or incomplete, please use the section below.

Name : _____ Telephone : _____
Address : _____
City : _____ State/Prov : _____ Postal Code _____ Country : _____
Email Address : _____
License Plate # : _____ Make: _____ Model: _____

Owned and Operated by K Partners

Signature: _____

This hotel assumes no responsibility for loss of money, jewels, or other valuables, unless placed in our safe deposit boxes located at the Front Desk. The Hotel is not responsible for contents left in room or auto. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Initials: _____ I understand that smoking in a non-smoking room constitutes a fee of \$150.00. Non-refundable.

Initials: _____ Pets are allowed at a fee of \$150.00. Non-refundable.

Staybridge Suites Laredo
7010 Bob Bullock Loop
Laredo, TX 78041
Telephone: (956) 722-0444 Fax: (956) 722-0479



GUEST INFORMATION

Barbara Storz
US DESCRIPTION

Email Address:

Opt Out: Yes No
I do not wish to receive communications

MEMBERSHIP INFORMATION

Priority Club Enrollment: Yes No
Smoking Preference: _____ Bed Type: _____
Preferred Language: _____

RESERVATION INFORMATION

Confirmation No. **65974948** Room Type: **Studio Suite 1 King NS** Room #: _____
Arrival Date: **09-18-12** Rate Code: _____ Arrival Rate: **95.00 USD**
Departure Date: **09-19-12** Group: **AGE** Guest Initials: _____
Number of Nights: **1** Company: _____
Number of Guests: **1/0**

w/tax
\$109.30

SETTLEMENT INFORMATION

Payment Method: **Cash**

If any of the above information is incorrect or incomplete, please use the section below.

Name : _____ Telephone : _____
Address : _____
City : _____ State/Prov : _____ Postal Code _____ Country : _____
Email Address : _____
License Plate # : _____ Make: _____ Model: _____

Owned and Operated by K Partners

Signature: _____

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Initials: _____ Pets are allowed at a fee of \$150.00. Non-refundable.

Staybridge Suites Laredo
7010 Bob Bullock Loop
Laredo, TX 78041
Telephone: (956) 722-0444 Fax: (956) 722-0479

Nora Cruz

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Tuesday, August 28, 2012 1:27 PM
To: Nora Cruz
Subject: FW: Confirmed: Enterprise Rent-A-Car Reservation

Thanks,

Nielda Cavazos, Administrative Assistant Hidalgo County Purchasing Department
2802 S. Bus Hwy 281
Edinburg, Texas 78539
Phone: (956)-292-7000 ext 4853
Fax: (956) 292-7612
nielda.cavazos@co.hidalgo.tx.us

-----Original Message-----

From: Enterprise Rent-A-Car Reservations [<mailto:onlinereservations@enterprise.com>]
Sent: Tuesday, August 28, 2012 11:54 AM
To: nielda.cavazos@co.hidalgo.tx.us
Subject: Confirmed: Enterprise Rent-A-Car Reservation

Dear Barbra Storz,

Thank you for choosing Enterprise. We look forward to seeing you at 5:00 pm on Monday, September 17, 2012. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:

RESERVATION INFORMATION

Confirmation Number: SWLTCK

Name: Storz, Barbra

Pick Up Date: Monday, September 17, 2012 at 5:00 pm

Drop Off Date: Thursday, September 20, 2012 at 8:00 am

Pick Up Location Address and Phone Number :

EDINBURG
615 S CLOSNER BLVD
EDINBURG, TX 78539-4661
Tel.: (956) 383-3815

Pick Up Location Hours for the week of : September 17, 2012

Monday	7:30 am	6:00 pm
Tuesday	7:30 am	6:00 pm
Wednesday	7:30 am	6:00 pm
Thursday	7:30 am	6:00 pm
Friday	7:30 am	6:00 pm
Saturday	9:00 am	Noon
Sunday	Closed	

Car and Rate Information for HIDALGO COUNTY PURCHASING:

Minivan

Chrysler Town and Country, Dodge Grand Caravan or similar

156.00 USD (3 Days @ 52.00)

4.35 USD (TEXAS PROPERTY TAX & LIC FEES)

160.35 USD (Subtotal)

16.04 USD (TEXAS MOTOR VEHICLE TAX)

0.00 USD (SALES TAX)

Total charges 176.39 USD

Additional surcharges, local taxes, etc. may apply.

ENTERPRISE MILEAGE POLICY

MILEAGE IS UNLIMITED WITHIN THE RENTING STATE AND BORDERING STATE. IF TRAVELING OUTSIDE OF THESE STATES, MILEAGE WILL BE AT 200 FREE MILES PER DAY AND \$.25 EACH ADDITIONAL MILE.

ENTERPRISE AGE POLICY

ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. DRIVERS MUST BE 25 YEARS OF AGE OR OLDER TO RENT A LARGE SPORTS UTILITY VEHICLE OR LUXURY CAR.

ENTERPRISE ADDITIONAL DRIVER POLICY

THERE WILL BE AN ADDITIONAL CHARGE OF \$10.00 PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER
OTHER THAN A SPOUSE OR DOMESTIC PARTNER.

TOLL ROAD USAGE PROGRAM

Click here for more information:

<http://www.htallc.com/enterprise>

ENTERPRISE WILL PICK YOU UP

If you need a ride, Enterprise will pick you up, take you to our office and get you on your way, absolutely free. Call Tel.: (956) 383-3815 now to make arrangements. Geographic restrictions may apply.

TO MODIFY OR CANCEL THIS RESERVATION

Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

<https://www.enterprise.com/car-rental/deeplinkmap.do?bid=001&confirmnum=SWLTK&firstname=Barbra&lastname=Storz&cnty=US&language=EN>

**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: 08/28/2012
 Department: Hidalgo County Extension Service Requestor: Barbara Storz EXT: _____
 Number of Employees: Four (4)
 Employee(s) Name (DOB if requesting airfare): Barbara Storz, Christina L. Perez, Adelita F. Munoz, Brad Cowan

Destination: Laredo, Texas
 Name of Seminar/Conference: District 12 Program Planning Workshop
 Travel Account Number: 2-1100-461-00-380-001-0-583

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

MUST REQUEST CHECK FOR HOTEL

Hotel Name: _____ Hotel Address: _____
 Number of Rooms: _____ Hotel Phone Number: _____
 Check In: _____ Check Out: _____
 Single Bed or Double Beds

AUTO: Req. #: 00221962 P.O. #: _____ Vendor # 396095

Rental Location: Enterprise, 615 S. Closner, Edinburg – 383-3815 Type of Vehicle: Mini Van
 Date/Time of Pick up: 9/17/12 at 5:00 PM Date/Time of Drop off: 09/20/12 at 8:00 AM

AIRFARE: Req. #: _____ P.O. #: CITIBANK vendor #: 343277
 Refundable: YES NO Airline Name: _____
 Departure Date/Time: _____ Return Date/Time: _____

Signature: Elected Official/Department Head _____ Date _____
 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: _____

Nora Cruz

From: Barbara Storz
Sent: Wednesday, August 15, 2012 9:49 AM
To: Nora Cruz
Subject: FW: [AgriLife in District 12] Program planning workshop will be Sept 18-19 at...

Nora Linda - fyi
Barbara Storz
Hidalgo County Extension Agent - Horticulture
Texas AgriLife Extension Service
Phone: 956/383-1026
Fax: 956/383-1735
e-mail: b-storz@tamu.edu

"The land-grant university system is being built on behalf of the people, who have invested in these public universities their hopes, their support, and their confidence."~ Abraham Lincoln, July 2, 1862

From: Ruben J Saldana [notification+k2qegegr@facebookmail.com]
Sent: Tuesday, August 14, 2012 6:56 AM
To: AgriLife in District 12
Subject: [AgriLife in District 12] Program planning workshop will be Sept 18-19 at...

[Ruben J Saldana posted in AgriLife in District 12](#)



Ruben J Saldana

6:56am Aug 14

Program planning workshop will be Sept 18-19 at Staybridge Suites in Laredo. Letter & agenda on Friday. Will be covering Texas 4-H Inc.

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