



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 08/28/12
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 DEPARTMENT NAME: VETERANS SERVICES
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: EMILIO DE LOS SANTOS

EVENT INFORMATION

TITLE OF EVENT: TVC 65TH ANNUAL STATEWIDE TRAINING CONFERENCE
 EVENT DATE(S) FROM: 09/17/12 TO: 09/21/12
 DEPARTURE DATE: 09/17/12 RETURN DATE: 09/21/12
 LOCATION OF EVENT: CITY: DALLAS 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.

To maintain certification in order to remain a County Veteran Service Officer

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)	\$ -		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** _____
4. BUS FARE	\$ -		Private Vehicle** <input checked="" type="checkbox"/>
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	\$ 559.44		
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	\$ -		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 559.44		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 559.44	\$	

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

TVC WILL PROVIDE LODGING AND MEALS FOR THIS CONFERENCE. HIDALGO COUNTY WILL BE PROVIDING TRAVEL EXPENSES ONLY FOR THIS TRIP

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: [Signature] DATE: 8-28-12 DEPARTMENT CONTACT PERSON: _____ PHONE NO.: _____

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): Monica Ortiz DATE: 8/29/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 247-7025

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

Reg# 221788

cc 9/4/12



TEXAS VETERANS COMMISSION
65TH ANNUAL STATEWIDE
TRAINING CONFERENCE



Sheraton Dallas Hotel
400 N. Olive St., Dallas, Texas
September 17 – 21, 2012

Training begins at 8:00 am on Tuesday, September 18, 2012
Adjourns Friday, September 21, 2012 at noon.

- **Room rate** is \$113/single or double occupancy, plus \$16.95 tax. See letter for instructions on securing your hotel reservation. We encourage you to register as soon as possible. **Only VCSOs attending initial training will be direct billed to the Texas Veterans Commission.** Online hotel reservation details are in your attached letter.
- **Conference Registration** is necessary, whether you are staying at the Sheraton or not. Registration should be done as soon as possible using www.tvc.texas.gov/tvc/registration.aspx. This is a very user-friendly website. If you have any difficulties or questions, or if internet is unavailable, please contact Nancy Gamroth at contact details below for assistance. This registration will help TVC with planning and to ensure that ample training materials are available.
- **Tuesday, August 14 at 4:30 p.m. is the cut-off date** for both the Sheraton Dallas Hotel Reservations and Conference Registration.
- **Special Needs:** Be sure to note in the area provided any special needs you require in your hotel room and/or classroom to include auxiliary aids or services, e.g., roll-in shower, refrigerator for medications, interpreter for hearing impaired, reader, large print or Braille, etc. TVC will make every effort to accommodate your request, however we cannot guarantee it.
- **Pre-Conference check-in** will be held on the 2nd Floor Foyer on Monday afternoon from 2:00–7:00 p.m. and on Tuesday morning from 7:00-8:00 a.m. The Conference begins at 8:00 a.m. on Tuesday, September 18, 2012. Training continues throughout the week with adjournment at noon on Friday, September 21, 2012.
- **Hotel check-in is at 3:00 pm.** A luggage holding area is provided on the first floor on Monday in Dallas B. During the Closing Ceremony on Friday, the holding area will be in Dallas D1, also on the first floor.
- **The hotel does not provide an airport shuttle service, however,** TVC-contracted shuttle service will be available from Love Field and DFW. Further details on the shuttle service will be forthcoming on a separate correspondence.
- **Self-parking is included** for those who attend and have a hotel reservation. While valet parking is available, TVC will not reimburse for valet parking. Self-parking at the hotel for those not authorized to stay at the hotel is reimbursable with a receipt.
- **Complimentary internet** in guest rooms is also included.
- **Financial assistance** to partially defray the costs of the training may be available to VCSOs who meet the statutory requirements under Section 434.033, Texas Government Code. Reimbursement Policy is attached.
- **Please do not supply this information to:** Non-VCSOs, members of veterans' organizations or others who wish to attend this training. Please have them contact Nancy Gamroth at contact details below.

Please contact Nancy Gamroth at training@tvc.state.tx.us or by calling
(512) 463-7302 if you have any questions or for further assistance.

ELISEO "AL" CANTU, JR.
Major, US Army (Retired)
Chairman

JAMES H. SCOTT
Colonel, USAF (Retired)
Vice Chairman

THE REV. RICHARD A. McLEON, IV
US Army Veteran
Secretary



DANIEL P. MORAN
Captain, USMC (Retired)
Member

J.K. "JAKE" ELLZEY
Commander, US Navy (Retired)
Member

THOMAS P. PALLADINO
Colonel, US Army (Retired)
Executive Director

TEXAS VETERANS COMMISSION

MEMORANDUM

July 20, 2012

TO: Veterans County Service Officers and Assistants (VCSOs)
FROM: Cruz Montemayor, Chief Administrative Officer
SUBJECT: 65th Annual Statewide Training Conference
Certification or Accreditation Training

The 65th Annual Statewide Training Conference, conducted by the Texas Veterans Commission (TVC), will be held from Tuesday, September 18 – Friday, September 21, 2012, at the Sheraton Dallas Hotel, 400 N. Olive St., Dallas, Texas.

Hotel reservations are available on a first-come, first-served basis online [here](#). You may also call 1-888-627-8191 to secure your reservation. Please note that all VCSOs attending the Certification or Accreditation Training are responsible for securing their own hotel reservations. VCSOs who are attending initial training should not contact the hotel but contact TVC Headquarters as soon as possible. **See attached flyer for detailed information and instructions on reservations, conference registration and more.** We encourage you to register as soon as possible.

Conference Registration is necessary, whether you are staying at the Sheraton or not. Registration should be done as soon as possible online [here](#). This registration will help TVC with planning and to ensure that ample training materials are available. Tuesday, August 14, 2012 at 4:30 p.m. is the cut-off date for both the Sheraton Dallas Hotel Reservations and Conference Registration.

On Monday afternoon, September 17, 2012, the Texas Veterans Commission will host a Veterans Expo and Clinic from 3:00 p.m. to 7:00 p.m. at the Sheraton Dallas Hotel. We encourage you to attend and visit with the exhibitors during this time and also to take advantage of the pre-conference registration.

TVC sent a letter to your Commissioners Court informing them of the conference and encouraging support for your attendance. Section 434.038(a), Texas Government Code, requires VCSOs to attend Commission Training to maintain certification in order to remain in office. Certification is also required for those wishing to participate in the Commission's Accreditation Program.

This year's conference will be very informative and beneficial. The knowledge gained will enable you to better serve veterans, survivors and dependents residing in your county. If you have any questions, please contact Nancy Gamroth at training@tvc.state.tx.us or by calling the VCSO HQ toll-free line or (512) 463-7302.

CM/njg
Attachments