

Veno/Enika
 This will be a
 reimbursement.
 Thanks,
 Nona Xinda



HIDALGO COUNTY, TEXAS
 APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 10/18/12
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 NAME: Hidalgo County Extension Service
 TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT: Program Excellence Academy II
 EVENT DATE(S) FROM: 11/13/12 TO: 11/16/12
 DEPARTURE DATE: 11/12/12 RETURN DATE: 11/16/12
 LOCATION OF EVENT: CITY: College Station 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)	\$0		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**
5. RENTAL CAR	\$203.23		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$75.00		
7. MILEAGE REIMBURSEMENT	\$ -		* 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	\$ -		
10. LODGING	\$0		
11. MEALS	\$174.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 452.23		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 452.23	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:
 Texas A&M AgriLife Extension will be providing hotel for Christina. See email attached.
 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: Barbara Stum DATE: 10/23/12 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 383-10246

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): Xeronica Ortiz DATE: 10/23/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 383-3025
 DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

Enterprise - EAN Holdings
 10/19/12
 Reg. # 00225040
 PO#
 Balance \$ 1,027.68
 Comm. Code: 97565
 OC-583

10/23/12 Meals & Fuel
 Christina Perez
 Reg. # 00225169
 PO#
 Balance \$ 1,230.91
 OC-583
 Comm. Codes - Fuel - 97845
 Meals - 96347

2-100-461-00-380-001-0-583

cc 11/6/12

Christina Perez

From: Jeff Ripley
Sent: Tuesday, September 11, 2012 2:46 PM
To: Amber L. Carroll; Andrea K. Becker; Ashley N. Moore; Ben Tice; Bethany J. Arie; Brianne N. Langdon; Brice Mund; Cayla Christianson; Christina Perez; Dawson Owens; Denise Rodriguez; Humberto Martinez; Jennifer C. Johnson; Josh Beaty; Joshua Cobos; Katy Weber; Kimberly G. Peters; Laura Graves; Lauren Tedford; Mario A. Morales; Mary A. Sanders; Matthew T. Bochat; Michael Donalson; Michael Haynes; Nick O. Risley; Oscar Galindo; Ryan Collett; Shane R. Martin; Teresa Petkoff
Subject: Academy - November 13 - 16
Attachments: November2012_Agents_Alphabetical.pdf

Good Afternoon Academy Participants:

Just a quick note to remind you that you will be completing Program Excellence Academy II in College Station, November 13-16. The event will be in Reed Arena this time, and we will begin at 8:00 a.m. on Tuesday, and conclude at 12:00 p.m. on Friday.

No need to make reservations, we will have your rooms reserved and paid for. We just need you to let us know:

1. Who you would like to room with, or if you don't need a room. I need this information by Friday, of this week if possible.
2. If you plan to come in Tuesday morning or Monday evening.

Attached is a list of participants for both Academy and Foundations for your reference in selecting a roommate.

I look forward to seeing you in November!

Jeff

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Jeff Ripley, Ph.D.
Assistant Professor and Extension Specialist
Texas AgriLife Extension Service
Department of Agricultural Leadership, Education and Communications
Organizational Development Unit
Ag and Life Sciences Building, Room 256
979-845-7280



Program Excellence Academy II

**Reed Arena
November 13-16, 2012**

Tuesday
November 13, 2012

- 8:00 a.m. **Registration and Welcome**
 Dr. Darrell Dromgoole
- 8:30 a.m.. **Learning Styles Assessment**
 Dr. Scott Cummings
- 10:00 a.m. **Understanding PowerPoint**
 Michelle Payne
- 11:00 a.m. **Overview of Delivery Methods**
 Dr. Lance Kieth
- 11:30 a.m. **Lunch – On Your Own**
- 1:00 p.m. **Presentation Skills and Professionalism**
 Kieth and Payne
- 5:00 p.m. **Adjourn**

Excellence

Respect **Leadership**

Integrity

LOYALTY

Selfless Service

Thursday, Cont.
November 15, 2012



- 11:30 a.m. **Lunch**
- 1:00 p.m. **Continuation of Data Analysis and Developing Online Surveys**
Pope, Weber, Payne
- 3:00 p.m. **Program Interpretation and Outcome Summaries**
Jeff Ripley
- 5:00 p.m. **Adjourn**

Friday
November 16, 2012



- 8:00 a.m. - **Documenting Program Results in TExAS**
Michelle Payne and Scott Cummings
- 10:00 a.m. **Break**
- 10:30 a.m. - **Program Interpretation Activities**
Jeff Ripley

Mission of Extension

To improve the lives of people,
businesses, and communities across
Texas and beyond through high quality,
relevant education.

ACADEMY II PARTICIPANTS

	NAME	POSITION TITLE	PROGRAM AREA	COUNTY	DISTRICT
1	Bethany Arie	CEA	FCS	Fannin	4
2	Joshua Beaty	CEA	AGNR	Fisher	7
3	Andrea Becker	CEA	FCS	Live Oak	12
4	Matthew Bochat	CEA	AGNR	Bee	11
5	Amber Carroll	EA-CEP	4-H	El Paso	6
6	Cayla Christenson	CEA	FCS	Leon	8
7	Josh Cobos	CEA	AGNR	Reeves	6
8	Ryan Collett	CEA	AGNR	Hill	8
9	Michael Donalson	CEA	AGNR	Refugio	11
10	Oscar Galindo	CEA	AGNR	Maverick	12
11	Laura Graves	CEA	FCS	Lamar	4
12	Michael Haynes	CEA	AGNR	Caldwell	10
13	Jennifer Johnson	CEA	4-H	Moore	1
14	Brianne Langdon	CEA	FCS	Hood/Somervell	8
15	Shane Martin	CEA	4-H	Coryell	8
16	Humberto Martinez	CEA	AGNR	Jim Hogg	12
17	Matt Miranda	CEA	4-H	Guadalupe	10
18	Ashley Moore	EA-CEP	FCS	Harris	9
19	Mario Morales	EA-CEP	CED	Zavala	12
20	Brice Mund	CEA	4-H	Washington	11
21	Dawson Owens	CEA	AGNR	Terrell	6
22	Christina Perez	CEA	4-H	Hidalgo	12
23	Kimberly Peters	CEA	4-H	Randall	1
24	Teresa Petkoff	CEA	FCS	Freestone	8
25	Nick Risley	CEA	AGNR	Roberts	1
26	Denise Rodriguez	CEA	HORT	El Paso	6
27	Mary Sanders	EA-CEP	FCS	Washington	11
28	Lauren Tedford	CEA	FCS	Henderson	5
29	Ben Tice, Jr.	CEA	4-H	El Paso	6
30	Katy Weber	CEA	AGNR	Martin	6

Nora Cruz

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Monday, October 22, 2012 10:13 AM
To: Nora Cruz
Subject: FW: Confirmed: Enterprise Rent-A-Car Reservation

HI when Ms Perez picks up the vehicle at the Edinburg office she needs to notify them that she will be dropping it off in Huntsville and the will write in on the contract

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: Monday, October 22, 2012 10:08 AM
To: nielda.cavazos@co.hidalgo.tx.us
Subject: Confirmed: Enterprise Rent-A-Car Reservation

Dear Christina Perez,

Thank you for choosing Enterprise. We look forward to seeing you on Monday, November 12, 2012 at 8:00 am. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.

RESERVATION INFORMATION

Confirmation Number: SX6NG6

Name: Perez, Christina

Pick Up Date: Monday, November 12, 2012 at 8:00 am

Drop Off Date: Friday, November 16, 2012 at 5:00 pm

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 : November 12, 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:

Intermediate

Toyota Corolla, Nissan Sentra or similar

177.50 USD (5 Days @ 35.50)

7.25 USD (TEXAS PROPERTY TAX & LIC FEES)

184.75 USD (Subtotal)

18.48 USD (TEXAS MOTOR VEHICLE TAX)

0.00 USD (SALES TAX)

Total charges 203.23 USD

Additional surcharges, local taxes, etc. may apply.

ENTERPRISE MILEAGE POLICY

MILEAGE IS UNLIMITED FOR STATE OF TEXAS BUSINESS USE ON CONTRACTED CAR CLASSES. FOR ONE WAY RENTALS, MILEAGE IS UNLIMITED MILES WHEN BOOKING ONE WAY RENTALS IN TEXAS AND RETURNING IN TEXAS. ALL OTHER ONE WAY RENTALS WILL INCLUDE 0 FREE MILES WITH A \$.40 PER MILE CHARGE.

ENTERPRISE AGE POLICY

ALL STATE DRIVERS MUST BE 18 YEARS OF AGE OR OLDER FOR CONTRACTED CAR CLASSES FOR BUSINESS USE. 21 AND UP FOR 12-15 PASSENGER VANS.

ENTERPRISE ADDITIONAL DRIVER POLICY

THERE ARE NO ADDITIONAL FEES FOR STATE RENTERS WITH VALID ID OR 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=SX6NG6&firstname=Christina&lastname=Perez&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: 10/19/2012
 Department: Hidalgo County Extension Service Requestor: Barbara Storz EXT: _____
 Number of Employees: One (1)
 Employee(s) Name (DOB if requesting airfare): Christina L. Perez, CEA-4-H & Youth Development

Destination: College Station, Texas
 Name of Seminar/Conference: Program Excellence Academy II
 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. #: 00225040 P.O. #: _____ Vendor # 396095

Rental Location: Enterprise-615 S. Clossner, Edbg. Type of Vehicle: Economical-383-3815

Date/Time of Pick up: 11/12/12 @ 8:00 AM Date/Time of Drop off: 11/16/12 @ 5:00 PM
 Vehicle will be turned in at Huntsville, TX location - 1524 11th St., Huntsville, TX 77340 (936) 291-6000

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

Departure Date/Time: _____ Return Date/Time: _____
Barbara C. Storz 10/19/2012
 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: _____
HCPD-TRAVEL-2011 REVISED 2012	CC APPROVED ON: 3/06/2012