



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/11/13
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 DEPARTMENT NAME: Hidalgo County Extension Service
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: Barbara Storz, CEA-Horticulture/County Coordinator

EVENT INFORMATION

TITLE OF EVENT: Legislative Briefing on Urban Program Impacts
 EVENT DATE(S) FROM: 02/14/13 TO: 02/14/13
 DEPARTURE DATE: 02/13/13 RETURN DATE: 02/14/13
 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 (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.

1/14/13
Hotel/meals/parking
Reg # 00229350
PO#
CC-583
Comm. Codes:
Meals-96347
Hotel: 97130
Parking: 15553

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL an "X" by applicable mode of travel
1. REGISTRATION FEE(S) Subtotal for Object Code 584	\$0.00		AIRFARE* _____ BUS** _____
2. AIRFARE - ROUNDTRIP COACH FARE ONLY	\$ -		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	-\$30.00 <u>25.98</u>		
10. LODGING	\$102.35		
11. MEALS	\$60.00		
12. OTHER EXPENSES Subtotal for Object Code 583	\$ <u>188.33</u> 192.35		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ <u>188.33</u> 192.35		

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:
- 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 Storz DATE: 1/11/13 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): <u>Janie Rojas</u>	DATE: <u>1-15-13</u>	REVIEWER'S SIGNATURE: <u>Janie Rojas</u>	PHONE NO.: <u>298-7025</u>
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

HIDALGO COUNTY
BUDGET OFFICE

1:33 JAN 14 PM 4 49



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	<u>Barbara Storz</u>	EMPLOYEE I.D. NO.:	<u>078921</u>	EMPLOYEE TITLE:	<u>CEA-Horticulture / County Coordinator</u>
DEPARTMENT:	<u>Hidalgo County Extension Service</u>	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	<u>No</u>		
DEPARTURE DATE:	<u>2/13/13</u>	RETURN DATE:	<u>2/14/13</u>		
TIME OF DEPARTURE:	<u>11:00 AM</u>	TIME OF RETURN:	<u>6:00 PM</u>		
TO CITY:	<u>Austin</u>	STATE:	<u>Texas</u>		
SEMINAR/CONFERENCE/MEETING:	START DATE: <u>2/14/2013</u>	END DATE: <u>2/14/2013</u>	ACTUAL NO. OF DAYS:	<u>1</u>	
TITLE OF WORKSHOP/CONFERENCE:	<u>Legislative Briefing on Urban Program Impacts</u>				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	<u>County Vehicle</u>	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	<u>Yes</u>		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	<u>Barbara Storz</u>				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	<u>Yes</u>	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	<u>Ford F150 Pickup will be used</u>		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	<u>Presentation to State Legislators</u>				

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	
		13-Feb	14-Feb							
Breakfast	\$9.00	\$0.00	\$0.00						\$0.00	
Lunch	\$12.00	\$12.00	\$12.00						\$24.00	
Dinner	\$18.00	\$18.00	\$18.00						\$36.00	
Total	\$39.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	
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 @ \$ 0.565 (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: \$ 60.00					
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-461-00-380-001-0-583					

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.

	<u>Barbara Storz</u>	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

HIDALGO COUNTY
BUDGET OFFICE

Nora Cruz

From: LQ0907GM@laquinta.com
Sent: Friday, January 11, 2013 11:10 AM
To: Nora Cruz
Subject: Reservation Confirmation

1/11/2013 12:10:11 PM

NiteVision 2010 SP0 HF2 P1



LA QUINTA INN AUSTIN CAPITOL
300 EAST 11TH STREET
AUSTIN, TX 78701
512-476-1166

RESERVATION CONFIRMATION

Confirmation#: 0907219437
Barbara Storez
410 NORTH 13TH AVE
EDINBURG, TX 78541

Arrival Date: 2/13/2013
Departure Date: 2/14/2013
Number of Nights: 1
RoomType Reserved: K-KING PLUS

Adults/Children 1/0
Method of Guarantee: ... 7360

Total Estimated Stay: \$102.35

Rate Detail: **Room Charges:** \$89.00
Taxes: \$13.35

Thank you for choosing La Quinta Inns & Suites for your upcoming hotel stay. Please contact us at least 24-hours before check-in should your travel plans change.

Plan your next stay with La Quinta Inns & Suites on LQ.com where you'll find the best rates online. Choose from hundreds of hotels across the U.S., Canada, and Mexico offering free high-speed Internet access, Free Bright Side Breakfast, and comfy beds.

Sincerely,

La Quinta Inns & Suites
wake up on the bright side

HIDALGO COUNTY
BUDGET CENTER
110 JAN 11 PM 4 19

Save the Date!

Legislative Briefing on
Urban Program Impacts

Thursday

February 14, 2013

8:30 - 9:30 a.m.

Legislative Conference Center
Austin, TX

TEXAS A&M
AGRILIFE
EXTENSION

in the city

So please plan to come to Austin to personally host your legislators on February 14 from 8:30 a.m. to 9:30 a.m. If you plan to come early, we will be setting up on the evening before the event, usually around 4 p.m. or 5 p.m. in the Legislative Conference Center. As in the past, we do not have travel money to cover expenses.

Expectations for Urban Initiative and Urban Counties:

1. **December ASAP:** Send the attached save the date e-vite to your local state legislative offices. It will be most effective if it is sent in the body of the email.
2. **Early January:** Deliver print invitations (to be sent to you) to be hand delivered to your local state legislative offices. Print invitations will be sent by Dr. Steele from College Station for the Austin legislative offices.
3. **Late January:** Send electronic invitations (to be sent to you) to local state legislative offices and Austin offices. Make follow up phone calls to confirm participation.
4. **To arrive in Dallas by February 1:**
Send hard copies of your Making a Difference report which includes all outcome summaries from your county.

Urban counties will send their Making A Difference urban summary report (previously called the Capacity Report) with the new "Making A Difference" heading and the same formatting as we have done in years past.

The number of hard copies we need is the number of state legislators in your county x 2, to accommodate offices that send more than one staffer.

For example, ABC County has 2 State Representatives and 1 State Senator so they will send 3 (state legislators) x 2 (for extra staffers) = 6. They will send 6 hard copies of their Making a Difference Report which includes all outcome summaries from their county.

The number of copies you send depends on the number of state legislators that represent your county.

Send hard copies to:
Joan Jacobsen
Urban Program Director
Texas A&M AgriLife Extension Service
17360 Coit Road
Dallas, TX 75252

By email, also send to me the names of the legislators or staff who have confirmed their participation, and an electronic version of your Making a Difference Report with all the outcome summaries from your county.

5. **The week of the event:** Make personal contact as a final reminder.

Please contact me with any questions. We really appreciate your great work as CEDs and county coordinators and your support for this important event.

Best Regards,
Joan.

RECEIVED
BUDGET OFFICE
HIDALGO COUNTY
JAN 11 10 49 AM '11

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 1/11/2013

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 2/13/2013 To: 2/14/2013
Estimated Time Leave: 11:00 AM Est. Time Return: 6:00 PM
Destination: Austin, Texas
Reason for Trip: Legislative Briefing on Urban Program Impacts

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Barbara Storz ✓
DL Number: 10272682 (Texas Only) ✓
Birth Date: 1/20/1945
Expiration Date: 1/20/2014 ✓

Checklist:
Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: 1FTRX17W22NA62928 ✓
Tag Number: #824-673
Asset Number: #37765 - 2002 Ford F150 Pickup

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. Storz
Department Head/Designee

D.B.M. Safety Division Checked Insurances

Date: 1-11-13 3:53pm

Dated: 1/11/2013

HIDALGO COUNTY
BUDGET OFFICE
JAN 14 PM 4:19