



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

DATE OF REQUEST: 01/23/13  
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: VETERANS SERVICES  
NAME & TITLE OF EMPLOYEE(S): EMILIO DE LOS SANTOS

**EVENT INFORMATION**

TITLE OF EVENT: TEXAS VETERANS COMMISSION 15TH ANNUAL VETERANS SUMMIT  
EVENT DATE(S) FROM: 02/11/13 TO: 02/13/13  
DEPARTURE DATE: 02/11/13 RETURN DATE: 02/13/13  
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.

**THIS CONFERENCE WILL BE VERY BENEFICIAL AND KNOWLEDGE GAINED WILL ENABLE ME TO BETTER SERVE THE VETERANS AND THEIR DEPENDENTS RESIDING IN OUR COUNTY. TEXAS STRIKE FORCE FDC TEAMS TO ASSIST WITH VETERANS CLAIM BACKLOG. (SEE ATTACHED FOR ADDITIONAL DATA.)**

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**	X
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	\$ 310.75			
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	\$ 40.00			
10. LODGING	\$ 248.40			
11. MEALS	\$ 117.00			
12. OTHER EXPENSES	\$ -			
Subtotal for Object Code 583	\$ 716.15			
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 716.15	\$		

3-1100-444-00-370-001-0-583

Reg.# 229980  
(Hotel, meals, Parking & mileage Reimb)

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: *[Signature]* DATE: 1-23-2013 DEPARTMENT CONTACT PERSON: PHONE NO.: 348-2436

**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): *Janez Ayres* DATE: 1-24-13 REVIEWER'S SIGNATURE: *Janez Ayres* PHONE NO.: 292-7025

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:	EMILIO DE LOS SANTOS	EMPLOYEE I.D. NO.:	124443	EMPLOYEE TITLE:	VSO/DIRECTOR
DEPARTMENT:	VETERANS SERVICES	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	NO		
DEPARTURE DATE:	2/11/13	RETURN DATE:	2/13/13		
TIME OF DEPARTURE:	6:00 AM	TIME OF RETURN:	2:00 PM		
TO CITY:	AUSTIN	STATE:	TEXAS		
SEMINAR/CONFERENCE/MEETING:	START DATE: 2/11/2013	END DATE: 2/13/2013	ACTUAL NO. OF DAYS:	3	
TITLE OF WORKSHOP/CONFERENCE:	TEXAS VETERANS COMMISSION 15TH ANNUAL VETERANS SUMMIT				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	PERSONAL VEHICLE	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	YES		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	N/A				
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:	THIS CONFERENCE WILL BE VERY BENEFICIAL & KNOWLEDGE GAINED WILL ENABLE ME TO BETTER SERVE THE VETERANS AND THEIR DEPENDENTS RESIDING IN OUR COUNTY. TEXAS STRIKE FORCE FDC TEAMS TO ASSIST WITH VETERANS CLAIM BACKLOG. (SEE ATTACHED).				

### 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
		11-Feb	12-Feb	13-Feb					
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00					\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$36.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
<b>Total</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117.00</b>

**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)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 39.00

**II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):**

Expense type:	PARKING	2 days @ \$ 20.00	\$ 40.00
---------------	---------	-------------------	----------

**III. PERSONAL VEHICLE MILEAGE** 550 Miles @ \$ 0.565 (Current Rate) . . . . \$ 310.75

*(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)**

LODGING: 2 NIGHTS @ \$124.20	\$ 248.40
	\$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 716.15
--	---

VII. COMMENTS: VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-444-00-370-001-0-583

### 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.*

EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

THIS MEETING WILL PROVIDE INFORMATION WHICH WILL ASSIST IN  
RENDERING COMPETENT SERVICE AND ASSISTANCE TO THAT PORTION OF  
OUR POPULATION THAT IS RESPONSIBLE FOR THE MANY FREEDOMS THAT  
WE ALL PRESENTLY ENJOY.

**Radisson Hotel & Suites Austin Downtown**  
 111 Cesar Chavez  
 Austin, TX 78701  
 (512) 478-9611

✕ Room Upgrades Available

Reservation  
 Summary for  
 Confirmation  
 Number: **CST05C7**

Reservation for: **EMILIO DE LOS SANTOS**  
 Number of people: 2 Adults 0 Children  
 Arrival Date: Mon Feb 11 2013  
 Departure Date: Wed Feb 13 2013  
 Hotel Check-In time: 3:00 PM  
 Hotel Check-Out time: NOON

### Rate Information and Room Summary

**Subtotal: 216.00 USD Plus applicable Fees and Taxes \***

**Rate Type: TX Veterans Commission-SNB2**

Mon Feb 11 2013 - Wed Feb 13 2013 (2 Nights)

2 Double Beds

Non Smoking

Lakeside Guestroom-Sleep Number Bed

Mon Feb 11 2013 108.00 US Dollar (USD) plus Tax for 1 night

Tue Feb 12 2013 108.00 US Dollar (USD) plus Tax for 1 night

\* **Estimated Fees:** 0.00 USD  
 \* **Estimated Taxes:** 32.40 USD  
 \* **Estimated Total Price:** 248.40 USD

The following is a brief description of the rate features for your convenience:

Guests can also book on their private webpage:

WEBSITE: <https://resweb.passkey.com/go/vetcommission>

*\*The subtotal above is an estimate only and does not represent the full amount for your stay. Additional charges, taxes, and fees may apply. The actual total will be provided to you at check-out upon*

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

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

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

January 16, 2013

Mr. Emilio De Los Santos  
Director  
Hidalgo Veterans Service Office  
Administrative Building  
2816 South Business Hwy. 281  
Edinburg, Texas 78539

Dear Mr. De Los Santos,

On behalf of the Texas Veterans Commission, I would like to invite you to attend the 15th Annual Veterans Summit, which will be held from February 11-13, 2013. This year, we are pleased to partner with the City of Austin to hold the Summit at the Palmer Events Center at 900 Barton Springs Road, Austin, Texas.

Monday, February 11, will feature a number of exciting events:

- A Veteran Entrepreneur Seminar from 8:30 a.m. to 3:00 p.m. will provide information on funding sources, mentors, marketing strategies, securing federal contracts and more for Veteran Entrepreneurs.
- An informational meeting from 9:00 a.m. to 11:30 a.m. on the latest Fund for Veterans' Assistance grant solicitation (Series XIII-A) that opens on January 25, 2013.
- Fund for Veteran Assistance (FVA) training for non-profit organizations and Veterans Service Organizations that provide services to Texas Veterans and their families that will feature two workshops: (1) Planning for Program Evaluation and Grant Reporting; and (2) Understanding Strategic Alliances: A Continuum.
- A Women Veterans "Get-to-Work" Seminar & Workshop from 12:00 p.m. to 4:00 p.m. that will focus on personal finances, budgeting, community service programs, employment, and education.

Tuesday, February 12, is the official start of the Summit:

- The Opening Session and Keynote will begin at 8:00 a.m. and will offer insights from our elected officials and others who advocate on behalf of Texas Veterans and their families.
- After the opening session, there will be a series of general session events including a panel of the State Strike Force Fully Developed Claims Teams authorized by Governor Rick Perry, Lieutenant Governor David Dewhurst and Speaker Joe Straus that are helping Texas Veterans with disability claims currently pending in the backlog of claims at U.S. Department of Veteran Affairs; an industry employer panel; a Veteran education benefits panel; and a women Veterans panel.

- Other breakout sessions will focus on claims, employment, education, women Veterans, Veteran entrepreneurship and business ownership, criminal justice, mental health, and social media.
- At 1:00 pm, the Veterans Expo opens and will include state, local, and federal government agencies, Veterans' organizations, not-for-profit organizations, schools and companies that provide Veteran-specific services which assist Veterans and their families.
- The Texas Coalition of Veterans Organizations will meet from 3:00 p.m. to 5:00 p.m.
- The City of Austin will sponsor a reception from 5:00 p.m. to 6:30 p.m.

The Summit will continue at 8:00 a.m. on Wednesday, February 13:

- General session panels will feature state legislators and federal legislative staff.
- There will also be breakout sessions on Veterans Courts, housing, mental health, property tax, media, and outreach.

The Summit will conclude with a closing session from 10:00 a.m. to 11:30 a.m., which will feature Lieutenant Governor David Dewhurst as the keynote speaker.

From 1:00 p.m. to 5:00 p.m., the Veterans Expo will continue and will also include a Veterans Clinic. The Clinic will feature Claims, Employment, and Education Clinics where staff from the Texas Veterans Commission will be available to provide direct, one-on-one assistance to Veterans.

There is no cost to attend the Summit, but you do need to register online to attend at [www.tvc.texas.gov/summit.aspx](http://www.tvc.texas.gov/summit.aspx). You can also request a table for the Expo when you register. All registrations are requested no later than February 4, 2013.

If your attendance at the Summit will require a hotel stay, the Radisson Hotel and Suites Austin – Downtown has set aside a block of rooms at a rate of \$108 per night. There is a link to make a reservation on the Summit registration page or you can call the hotel directly at (512) 478-9611 and identify yourself as part of the “Texas Veterans Commission Summit.” The deadline for reservations is January 21, 2013, at 5:00 p.m.

We hope that your schedule will allow you to join us. We also hope that you will tell others who serve Veterans and their families about the Summit and encourage them to attend as there is much to be gained from our collective work and experience.

Sincerely,

  
THOMAS P. PALLADINO  
Executive Director

TPP/njg



Requisition # 00229980 Print Requisition Date Entered 01-23-2013 Account Year 13 PO # Item Total 716.15

Enter Req's Only Approve Approve By Year Requisition Status Needs Approval by PURC View Acct Total 716.15

Order Header Items Accounts Inquire Approval

Estimates Documents

GAT8

Vendor 289841 DE LOS SANTOS, EMILIO

Locations

Mailing Name: DE LOS SANTOS, EMILIO  
Address: C/O VETERAN'S DEPT

Order 370 VETERANS SERVICE

Ship 370 VETERANS SERVICE

Requestor DOLORES GUZMAN Phone (956)318-2436

Owner DGUZMAN Order Type

City: State: Zip:

Buyer Code Freight Cost .00 Freight % Discount % Contract No Date Cancel Date Needed

Default Product Class Update

Special Instructions

Internal Header Header Code  
REQUESTING APPROVAL OF TRAVEL TO AUSTIN Edit DN  
PO Footer Footer Code  
Edit DN



Requisition No 00229980  
Po No

Vendor DE LOS SANTOS, EMLIO  
Address C/O VETERAN'S DEPT

Owner DGUZMAN

Date Entered 01-23-2013

Status Needs Approval by PURC

Line No	Quantity	Description	Unit Price	Payment Amount
1	1	REQUESTING APPROVAL OF OUT OF COUNTY TRAVEL TO AUST	716.1500	716.15

**Total 716.15**

Account Number	Description	Account Balance	Amount
3-1100-444-00-370-001-0-583	VETERAN'S SRV-TRAVEL OUT OF COUNTY	1,783.85	716.15

HIDALGO COUNTY  
BUDGET OFFICE

03 JAN 24 AM 9 12

Hotel 248.40  
 meds 117.00  
 Parking 40.00  
 Mileage Reimbursement 316.75  


---

 \$ 716.15