



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: JAN 23, 2013
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Right of Way
 NAME & TITLE OF EMPLOYEE(S): Jose N. Pena - Director
 TRAVELING: _____

EVENT INFORMATION

TITLE OF EVENT: IRWA Region 2 Winter Forum
 EVENT DATE(S) FROM: 02/07/13 TO: 02/08/13
 DEPARTURE DATE: February 6, 2013 evening RETURN DATE: 02/09/13
 LOCATION OF EVENT: CITY: Ft. Worth, Texas 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.

Stay up to date with right of way issues that may affect our County

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) Subtotal for Object Code 584	\$ -	\$ -	AIRFARE* <u> </u> #NAME? BUS** <u> </u>
2. AIRFARE- ROUNDTrip COACH FARE ONLY	\$ -	\$ -	Rental Car** <u> </u>
3. TAXI FARE	\$ -	\$ -	County Vehicle** <u> </u>
4. BUS FARE	\$ -	\$ -	Private Vehicle** <u> </u>
5. RENTAL CAR	\$ -	\$ -	OTHER** (Specify) <u> </u>
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	\$ -	\$ -	
10. LODGING	\$ -	\$ -	
11. MEALS	\$ -	\$ -	
12. OTHER EXPENSES Subtotal for Object Code 583	\$ -	\$ -	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ -	\$ -	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:
Employee to pay all expenses (with exception of courses attended, if any.)

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: Rebecca Gomez PHONE NO.: 283 8134

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):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	



**HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
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DEPARTMENT: RIGHT OF WAY If, applicable, was travel approved by Co. Exec. Officer? _____

DEPARTURE DATE: 2/6/2013 RETURN DATE: 2/9/2013

TO CITY: FT. WORTH STATE: TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: JOSE N. PENA

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY: CONTINUED EDUCATION

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: IRWA REGION 2 WINTER FORUM

SPONSORED BY: IRWA

REGISTRATION CHECK PAYABLE TO: _____

REGISTRATION ADDRESS: _____ SEMINAR START DATE: _____
 _____ SEMINAR END DATE: _____
 _____ PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: _____ NO. OF EMPLOYEES ATTENDING AT THIS RATE: _____

2. REGISTRATION COST PER EMPLOYEE: _____ NO. OF EMPLOYEES ATTENDING AT THIS RATE: _____

3. "FREE" REGISTRATION COST: "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": _____

GL ACCT NO.: _____ TOTAL NO. OF EMPLOYEES ATTENDING: 0

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	-
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ -
	TOTAL 2ND PAGE (B + C + D):	\$ -
	GRAND TOTAL (A + B + C + D):	\$ -

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	<u>Rebecca Gomez</u>	<u>283-8134</u>
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>JOSE N. PENA</u>		<u>085405</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
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EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



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DEPARTMENT: _____ RIGHT OF WAY

DEPARTURE DATE: _____ 2/6/2013 _____ RETURN DATE: _____ 2/9/2013

TO CITY: _____ FT. WORTH _____ STATE: _____ TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: _____ JOSE N. PENA

TOTAL # OF EMPLOYEES ATTENDING SEMINAR: _____ 1

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL: _____ HOTEL PHONE NO: _____

ADDRESS OF HOTEL: _____ CONFIRMATION NO.(S): _____

ROOM RATE: _____ PURCHASE ORDER NO. _____

NUMBER OF NIGHTS: _____ GENERAL LEDGER ACCT NO: _____

ROOM RATE: _____ TOTAL NO. OF ROOMS: _____

NUMBER OF NIGHTS: _____

ROOM RATE: _____ HOTEL TAX RATE: _____

NUMBER OF NIGHTS: _____

TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ -

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO _____ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____

ADDRESS OF CAR RENTAL COMPANY: _____

Note: Coordination of travel is required for every group of 4 or less

PHONE NUMBER OF CAR RENTAL COMPANY: _____

VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____

DAILY CAR RATE: _____ DAILY CAR RATE: _____

NUMBER OF DAYS: _____ NUMBER OF DAYS: _____

CONFIRMATION NO.: _____ CONFIRMATION NO. _____

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____

PURCHASE ORDER NO. _____ GL ACCT NO: _____

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ -

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____

ADDRESS OF AIRLINE COMPANY: _____

PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____

ROUND TRIP AIRFARE PER PERSON: _____

NUMBER OF TRAVELERS: _____

GENERAL LEDGER ACCOUNT NUMBER _____ P.O. NO. _____

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ -

SUBTOTAL (B+C+D) \$ -



Region 2 Winter Forum
Ft. Worth, Texas
Embassy Suites Hotel Downtown
February 7-8, 2013

Thursday, February 7, 1:00 p.m.

1. Call the meeting to order (Georgia)
2. Welcome attendees (Georgia)
3. Roll Call of Chapters (Kevin)
4. Introduction of International Officers/Guests Present (Georgia)
5. Approval of Minutes from College Station Meeting (Kevin)
To be distributed at the Ft. Worth meeting.
6. State of the Association (Wayne Goss)
7. Brief statements from candidates running for International office.
8. Distribution of Region 2 Financial Report (Ana)
9. Chapter Reports (New Format)
10. International Committee Reports
11. RWIEF Update
12. Leadership Institute Presentation "Correcting Poor Performance" (Tami Benson)
13. Host Chapter 36 to give logistics for social event this evening (TBD)

Friday, February 8, 2013, 8:30 a.m.



Welcome back & good morning!

14. Election of Region 2 Officers (All)
15. Chapter Leadership Conference Call Attendance & Upcoming Schedule (Georgia)
16. Discussion of utilization of funds for Region 2 course approval (All)
17. We need nominations for the Region 2 Professional of the Year no later than the Caucus in Charleston, WV for presentation at the College Station meeting.
18. Financial update on 2012 A&M Seminar (June/John)
19. College Station Seminar – July 31, 2013 – August 2, 2013
Two Courses being offered on July 31, 2013
Golf Tournament July 31, 2013
Refresher Seminar August 1 - 2, 2013
Cutoff dates for speakers to be submitted to June Housman is at the Caucus in Charleston, WV. John Eaves has forms to provide speaker information.
20. Voting for the Theme of the College Station seminar in August 2013 (All)
21. Chapter donations for A&M Seminar Chair's Reception (All)
22. Discussion of timing for this forum. Suggest moving the forum to the week following the IGC meeting in February.
23. Plans for February 2014 Forum in New Orleans, LA (Joyce Montgomery or Sharon Yeats).
24. Other items for consideration and/or discussion.
25. Thanks to our Host Chapter 36.
26. Adjourn until Region 2 Caucus in Charleston, WV, Sunday, June 23, 2013.