

Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service  
DATE: 2/12/2013

Notice to be processed  
minimum of 24 hours  
prior to trip

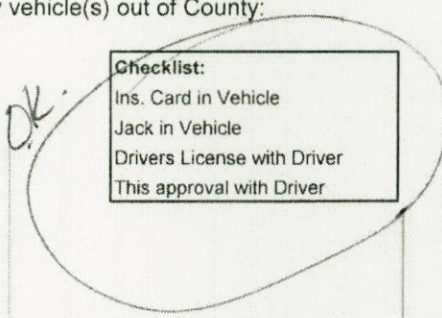
Date(s) Requested: From: 3/21/2013 To: 3/21/2013  
Estimated Time Leave: 6:30 AM Est. Time Return: 6:00 PM  
Destination: Falfurrias, Texas  
Reason for Trip: 2013 TEEA Spring Conference

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

Name of Driver: Adelita F. Munoz  
DL Number: #04995041 ✓ (Texas Only)  
Birth Date: 10/22/1944 ✓  
Expiration Date: 10/22/2017 ✓

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

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

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

Vehicle VIN#: 1FTWW30525EB48635 ✓  
Tag Number: #884-793 ✓  
Asset Number: #42595 - 2005 Ford F-350 Pickup ✓

Vehicle VIN#: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Asset Number: \_\_\_\_\_

Signed: Barbara C. Henry  
Department Head/Designee

Dated: 2/12/2013

D.B.M. Safety Division Checked Insurances:

Emu Huma  
Date: 2/13/13 7:50 AM



TEEA Spring Conference  
Courthouse Annex Travis Road  
March 21, 2013

Tentative Agenda

8:45-9:45 a.m.	Registration, Cultural Arts, Check-in Refreshments & Silent Auction Set-up	
10:00 a.m.	Call meeting to order	Kay Jacobs
	TEEA Creed & Prayer Welcome	Raul Ramirez, County Judge Kay Jacobs
	Introductions Extension Personnel Roll Call of Counties Special Awards Door Prizes/Stress Management	
	General Session "Leadership Styles"	Kay Jacobs
11:45 a.m.	Invocation & Lunch Door Prizes/Stress Management	Luke Robertson, Pastor First Baptist Church
1:00 p.m.	Make & Take Workshop	Westside EEA
1:45 p.m.	Business Session	Kay Jacobs
	Door Prizes Adjournment	

# Healthy Living

Registration Form  
2013 District TEEA Conference  
Brooks County  
Thursday, March 21, 2013  
Courthouse Annex, Falfurrias

## "Healthy Lifestyles"

Registration Deadline:

Name: Adelita F. Munoz

County: Hidalgo

Address: 410 North 13th Avenue

City/Zip: Edinburg, TX 78541

Telephone: (956) 383-1026

Email: ax-munoz@tamu.edu

Check one:

Member  Delegate  Guest  Extension Personnel

Registration Fees:

Registration and Workshops	- \$8.75	<u>\$ 8.75</u>
Insurance - TEEA Members only	- 25¢	<u>\$ .25</u>
Luncheon	\$8.00	<u>\$ 8.00</u>
Total Enclosed		<u>\$ 17.00</u>

Make check payable to: Westside EEA

8:45 a.m. - 9:45 a.m. Registration and Coffee hour, Cultural Arts, Check-in, Silent Auction.

10:00 a.m. Meeting starts promptly

Send a completed registration for each person attending. *Please feel free to make copies.*

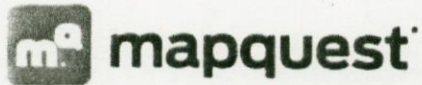
Mail completed registration forms with fees by March 8, 2013 to:  
District 2013 TEEA Conference  
C/O Celia Salinas, CEA-FCS  
219 Calixto Mora Ave  
Falfurrias, TX 78355

Healthy  
MONU  
Living

Chicken Spaghetti  
Salad

Green Bean Salad  
Garlic Bread

Raspberry Tea



Map of:  
**400 W Travis St**  
Falfurrias, TX 78355-3820

Notes

TEEA Spring Conference Directions to 400 W.  
Travis  
Courthouse Annex  
Falfurrias, Texas

Across from the Fairgrounds



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Attachments:

Map

Menu

Registration Form

Agenda

Healthy  
  
Living



To: County EEA Chairman  
From: Celia Salinas, CEA-FCS  
Sandra Gonzalez, Westside EEA Chairman  
Subject: 2013 District 12 TEEA Spring Conference  
March 21, 2013

Ladies,

Howdy, from Brooks County! My Name is Celia Salinas and I am the County Extension Agent in Brooks County and we are hosting the 2013 Spring Conference here in Falfurrias, Texas; beautiful home of the Hearts delight.

The theme for this year's meeting is "Healthy Lifestyles" we will be providing a wonderful program for you and your club members as well as your invited guest. We are looking forward to seeing you on Thursday, March 21, 2013 registration will begin at 8:45 am. Meeting place for our conference is located at 400 Travis Road, Courthouse Annex right across from the fairgrounds.

To make our conference a bit more interesting, I am asking that each county bring a de-stressing activity to share with the rest of the group throughout the day.

District Director Kay Jacobs has assigned the following duties:

- Brooks County: Registration, Silent Auction, and Cultural arts
- Kleberg County: Coins for Friendship
- Hidalgo County: Resolutions & 2014 Invitation
- Atascosa County: No assignment

We ask that each county bring in 2 door prizes valued at \$10. Also, District 12 will be preparing for a fundraiser, we will be collecting your all-time favorite recipes, please bring them typed. We are highly energized and look forward to meeting with you on Thursday, March 21, 2013.

If you should have questions or concerns please contact me at 361.325.4402 Ext. 322.

Sincerely,

Celia Salinas  
County Extension Agent-FCS  
Brooks County



# HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/12/13  
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service  
NAME & TITLE OF EMPLOYEE(S): Adelita F. Munoz, CEA-Family & Consumer Science

### EVENT INFORMATION

TITLE OF EVENT: 2013 TEEA Spring Conference  
EVENT DATE(S) FROM: 03/21/13 TO: 03/21/13  
DEPARTURE DATE: 03/21/13 RETURN DATE: 03/21/13  
LOCATION OF EVENT: CITY: Falfurrias 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)	\$17.00		AIRFARE*
Subtotal for Object Code 584	\$ 17.00	\$	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	\$ -		
10. LODGING	\$ -		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 17.00	\$	

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 C. Henry DATE: 2/12/13 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):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

Reg. # 00231596  
PO#  
02-584 / Comm. Code - 916364