



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/26/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture

EVENT INFORMATION

TITLE OF EVENT: Review for the Community Foods Review Group or National Institute of Food and Agricultural, Institute of Food Safety and Nutrition

EVENT DATE(S) FROM: 04/23/13 TO: 04/25/13
DEPARTURE DATE: 04/22/13 RETURN DATE: 04/26/13
LOCATION OF EVENT: CITY: Washington D.C. STATE: Pennsylvania

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 <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$0.00		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	\$ -		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	\$0.00		
11. MEALS	\$0.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -	-	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ <u>0</u>	\$ -	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

Trip will be paid by USDANIFA

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: 2/27/13 DEPARTMENT CONTACT PERSON: Noralinda 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 Altes</u>	DATE: <u>3-1-13</u>	REVIEWER'S SIGNATURE: <u>Janie Altes</u>	PHONE NO.: <u>242-7029</u>
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

February 26, 2013

Dear Panelist:

RE: USDA, NIFA Community Foods Review Group Travel Information

Congratulations for being selected to participate as a member of the peer review panel for the Community Foods Review Group of the National Institute of Food and Agriculture (NIFA), Institute of Food Safety and Nutrition (IFSN). We appreciate your willingness to take time from your busy schedule to help with this process.

The panel will meet April 23, 2013, at the Waterfront Centre, 800 9th Street SW, Washington, DC. It is anticipated that the panel will end by 5:00p.m. April 25, 2013. Directions to the Waterfront Centre are attached and can be found at <http://nifa.usda.gov/about/visit.html>. Public transportation is highly recommended to commute to the hotel or to the Waterfront Centre. The website for the Washington Area Metro Transit Authority is www.wmata.com. Unless you are familiar with the DC Metropolitan Area, we suggest you take a taxicab or Metrorail from Ronald Reagan National, Dulles, or BWI Airports to the hotel. Rental cars will not be authorized while you are staying with us. **Please sign in at the Security Guard's desk and receive a visitor's pass when entering the Waterfront Centre.** From the Guard's desk, follow the signs to the panel room. **Dr. Jane Clary and Dr. Reuben Saldana** will contact you with further instructions regarding the panel meeting.

Transportation

Your airline/train ticket or rental car (transportation from home to TDY location) must be arranged and purchased by NIFA. All travel arrangements must be made through NIFA. Your itinerary will be emailed to you upon receipt from the travel agency. Please do not deviate from these instructions. NIFA **cannot** reimburse you for airline/train tickets, rental car, and/or lodging purchased elsewhere. **NIFA will pay for your roundtrip ticket from your residence to the panel. Any alternate routing is your responsibility.** Federal Employees who are panel reviewers must also follow these instructions. The **only** local travel cost that will be reimbursed to you will be your cost from the airport to the hotel and return. Local transportation from the hotel to the panel site will be provided each day of your stay. You will receive more detailed information regarding the travel reimbursement at the panel meeting.

Lodging and Meals

The hotel bill will be your responsibility and we will reimburse your lodging costs up to \$ 224.00 per day. You are entitled to per diem for breakfast and lunch. Dinner will be provided for you by the hotel. On your first and last days of travel you will only receive 3/4 of the meals and incidentals in the amount of \$53.25. You will also be reimbursed for the taxes you pay on the hotel bill under miscellaneous expenses and other travel related expenses such as ground transportation and mileage to and from the airport, and baggage (**with receipt only**). Cancellations will be accepted twenty-four hours prior to arrival by 3:00pm without penalty. **Please call the hotel at (703) 647-1113 as soon as possible to guarantee your reservation with your credit card. Please refer to the group name or booking ID provided in the Quick Reference Sheet.**

Local Panelists

Panelists whose **official duty station or residence falls** within a 35-mile radius of Washington, DC will not receive per diem (**lodging and M&IE**) but will be reimbursed for daily transportation over and above normal commuting expenses and miscellaneous costs. **Please be advised any local panelists that incur hotel expenses in error will not be reimbursed for such costs.** Any panelists who is unclear about what expenses will be reimbursed should contact the Program Support Supervisor for clarification.

Honorarium

For each day of the panel you will receive an honorarium of \$225.00 as a token of our appreciation for all of the hard work and time you have committed to make the review process a success. Honorariums will be processed electronically (no paper checks). **Regulations preclude Federal employees from receiving an honorarium.**

Please feel free to contact me if you have any questions. If I am not available, please contact Program Assistant Supervisor, Valerie Martin at (202) 401-4329, vmartin@nifa.usda.gov to answer any additional questions. We look forward to assisting you in any way possible as you embark on this important endeavor.

Sincerely,

Kenneth Millard
Program Assistant
USDA-National Institute of
Food and Agriculture
1400 Independence Ave., S.W., Stop 2241
Washington, DC 20250-2241
Office: (202) 401-1910
Fax: (202) 401-0770
Email: kmillard@nifa.usda.gov

Invitational Travel Reservation Form

Full name as it appears on your state or federal government issued identification document

Barbara Cutrer Storz
First Name Middle Last Name
Name

Flight Preferences

Departure Airport(s) TO Washington, DC: (List by Airport Code):

MFE

Preferred Time Range TO Departure to Washington, DC:†

Date: 4/22/13 Time: 6:00 AM/PM: _____
To
Time: 10:00 AM/PM: _____

Return Airport(s) FROM Washington, DC: (List by Airport Code):

MFE

Preferred Time Range Return FROM Washington, DC:†

Date: 4/26/13 Time: ~~5:00~~ AM/PM: _____
To 7:30
Time: Noon AM/PM: _____

Additional Information

Any additional relevant information including, but not limited to, airline preferences, accessibility needs, aisle/window seating, and dietary restrictions:†

American Airlines Isle or Window
seat please

Frequent Flyer Numbers (Please include the associated airline):

American A-Advantage 1J801B4

† Please note that ALL requests are subject to Airline availability and federal

AAdvantage®

Mrs. Barbara Storz
AAdvantage # 1J801B4

American Airlines

The Virginian Suites

1500 Arlington Boulevard
Arlington, VA 22209
Phone: 703-647-1113
www.virginiansuites.com

Arrival Date: April 22, 2013
Departure Date: April 25, 2013
Must Call Hotel No Later than: March 22, 2013

PANEL NAME: Community Foods Project Review Group

BOOKING ID: 640124

METRO TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:

Nearest Metro Station: Rosslyn Metro Stop**:

- Exit Metro from the N Fort Myer Exit.
- Head South on N Fort Myer Dr toward Wilson Blvd (0.1 mile).
- Slight right to stay on N Fort Myer Dr (499 ft).
- Continue onto N Meade St (0.1 mile).
- Turn right at Arlington Blvd (469 ft).
- Take the 1st left onto N Nash St and Virginian Suites Arlington will be on the right

Train: Blue line towards Largo Town Center
Metro fare: Approximately \$4.00

TAXI TRANSPORTATION:

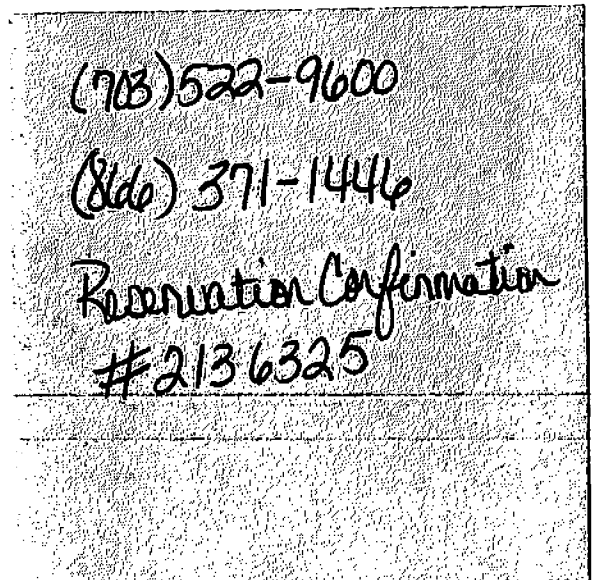
10 minute ride from the Ronald Reagan National Airport

NEARBY ATTRACTIONS:

- Kennedy Center
- Georgetown
- Smithsonian Museum

PLACES TO EAT WITHIN WALKING DISTANCE:

- Restaurant on premises
- Starbucks (0.3 mi.)
- Baja Fresh (0.3 mi.)
- Tivoli (0.4 mi.)
- Mezza 9 (0.4 mi.)
- Manhattan Cafe (0.5 mi.)
- Ruby Tuesdays (0.5 mi.)
- Rhode Side Grill (0.6 mi.)
- Cafe Asia (0.7 mi.)
- Red, Hot & Blue (0.7 mi.)



* Free shuttle offered from Rosslyn Metro Station during weekday rush hours. Pick up location is across the street from the N. Fort Myer metro exit on N. Fort Myer near Wilson Blvd. Please call 866-371-1446 for details.

METRO DIRECTIONS TO USDA-NIFA in the WATERFRONT CENTRE

USDA-NIFA Waterfront Centre Building Location:
800 9th St., SW; Washington, DC 20024

The closest METRO station is L'ENFANT PLAZA. This station is serviced by the blue/orange and yellow/green lines. **From Foggy Bottom, take either the blue or orange lines to L'ENFANT PLAZA (Blue line in the direction of Largo Town Center or Orange Line in the direction of New Carrollton).**

1. There are 3 possible exits at L'ENFANT PLAZA. At L'ENFANT PLAZA, exit out of the system by following the signs to "L'Enfant Plaza".
2. Turn left as you exit the train and precede to the last escalator at the end of the platform.
3. Proceed up the escalator, straight ahead through the turnstiles, and up a second longer escalator to the "L'Enfant Plaza" exit.
4. At the top of the escalator, proceed through the glass doors diagonally to the left and across the corridor, and enter L'Enfant Plaza.
5. In L'Enfant Plaza, turn right in the food court and then walk down the corridor, past the U.S. Post Office on the left, through the atrium, and to the end of the plaza.
6. Take the left exit through the glass door and out of L'Enfant Plaza.
7. At the top of the stairs, turn left toward the street and then walk diagonally to the left toward the street and past the guard's kiosk.
8. Continue walking to the left down the street and over a major highway (I-395).
9. Continue following the sidewalk down to the bottom of the hill and straight ahead to the cross-walk and cross the road (9th St). The USDA-NIFA Waterfront Centre is the red/gray 4-story-building directly across the street.
10. After crossing the street, turn right and walk ½ block to the entrance.
11. Proceed through the doors, pass through the security scanner, and sign-in at the guard's station.
12. After you receive a pass, proceed through the double glass doors behind the guard's station and turn right toward room 1410A.



VirginianSuites
ARLINGTON

FEB-27-13

Barbara Storz
United States

Dear Barbara Storz,

Thank you for making your reservation at the The Virginian Suites Arlington. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
04-22-13	04-26-13	224.00 USD	Studio Queen

Your Confirmation Number is 2136325, and you are guaranteed for late arrival. If you find it necessary to cancel or change plans, please inform us 24 hours prior to your arrival date to avoid one night's room and tax charge to your credit card.

Again, thank you for choosing the The Virginian Suites Arlington. We look forward to having you as our guest.

Best regards,

Reservations Office

The Virginian Suites
1500 Arlington Boulevard - Arlington, Virginia 22209
(800) 275-2866 - (703) 522-9600 - FAX (703) 525-4462

AG-802 (06/10)

Texas A&M AgriLife
Administrative Services – Disbursements/Travel



TRAVEL REQUEST

Texas AgriLife Research
556 RESEARCH

Texas AgriLife Extension Service
555 EXTENSION

TVMDL
557 TVMDL

Dept/Unit/District: 12 Date: February 27, 2013 Request Number: _____

From: April 22, 2013 6:00 AM To: April 26, 2013 12:00 PM
Travel Dates (including travel time)

Destination: From: Edinburg, TX To: Washington D.C. District: 12
City State City State (AgriLife Extension)

Counties Visited (if applicable)*: _____
* County required for out of state travel

Purpose of Travel: USDA, NIFA Community Foods Review Group Travel Information

ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

MODE OF TRANSPORTATION:

Private Auto

Official Auto

University Aircraft

Accompanying Another Party*

Accompanied by* _____

Commercial Transportation (Includes Rental Car)

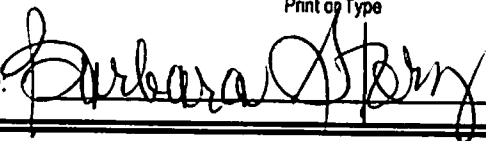
*Explanation required for two or more employees attending the same or similar duties: _____

EXPENSE TO BE CHARGED TO:

Account Name: NIFA/USDA Account No: _____

Estimated Expenses: \$ _____ Project No/Support Account: _____

Name: Barbara Storz UIN: 301003359

Signature:  Title: CEA-Horticulture

RECOMMENDED: _____
Supervisor

APPROVED: _____
Department Head/Resident Director

APPROVED: _____
Director/Designee