

Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service
DATE: 4/8/2013

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 4/30/2013 To: 5/3/2013
Estimated Time Leave: 8:00 AM Est. Time Return: 9:00 PM
Destination: Galveston, Texas
Reason for Trip: Professional Development Seminar & Program Planning Conferenc

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 - Ford F150 Pickup

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

Signed: Barbara C. Storz
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

[Signature]
Date: 4-8-13 1:01pm

Dated: 4/8/2013

mailed 4/8/13

Nora Cruz

From: Karin Wallace
Sent: Thursday, March 21, 2013 1:43 PM
To: Nora Cruz; Roy Stanford; JB Holladay
Subject: FW: HOETL info for Professional Development Seminar & Program Planning Conference
Attachments: TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE.PDF

Importance: High

From: Karin Wallace
Sent: Thursday, March 21, 2013 1:06 PM
To: Larry Stein; Al Wagner; William Welch; 'cwalton@tamu.edu'; 'r-seagraves@tamu.edu'; Lisa Whittlesey; 'JBFry@ag.tamu.edu'; 'mlnesbitt@ag.tamu.edu'; 'mganderson@tamu.edu'; 'PGreer@ag.tamu.edu'; Mengmeng Gu; 'jmasabni@ag.tamu.edu'; 'chall@ag.tamu.edu'; 'KMWallace@ag.tamu.edu'; 'd-lineberger@tamu.edu'; Allison Watkins; Barbara Storz; 'Rb.holladay@ag.tamu.edu'; Charla Anthony; 'DGroom@ag.tamu.edu'; Daphne Richards; David Rodriguez; Denise Rodriguez; Ed Hellman; Fritz Westover; Ginger Easton-Smith; Greg Church; Janet Laminack; Jeff W. Floyd; Jennifer Herrera; 'JKamas@ag.tamu.edu'; 'j-anciso@tamu.edu'; 'k-hansen2@tamu.edu'; 'klconway@ag.tamu.edu'; Laura Miller; 'MAPalma@ag.tamu.edu'; Michael Potter; 'rlstandford@ag.tamu.edu'; Russ Wallace; Robert Richter; 'SACHaney@ag.tamu.edu'; Steve George; Thomas LeRoy; William Johnson; Jeanene Ebeling; Holly Jarvis
Cc: 'cruz@ag.tamu.edu'; 'mmetcalfe@co.collin.tx.us'; 'laura.bellmore@co.galveston.tx.us'; Holly Jarvis
Subject: HOETL info for Professional Development Seminar & Program Planning Conference
Importance: High

Greetings Co-Horts,

We look forward to visiting with at the 2013 Hort Retreat. Please take time as soon as possible to make your hotel reservations for this year's retreat. Details are as follows:

Meetings Dates: May 1 (Wednesday afternoon) to May 3 (Friday morning)

Host Hotel: Inn at the Waterpark, 2525 Jones Rd., Galveston, TX 77554

Hotel Phone: 800-718-1155; 409-740-1155

Hotel website: <http://www.innatthewaterpark.com/>

Group Rate: \$69.00 per night

Group ID code for making reservations: A&M Hort Retreat

Note #1: A block of rooms has been reserved at the \$69.00 rate for the Hort Retreat and will be held until April 2. **The tourist season will be in full swing in May and room availability will become scarce (the nearby Moody Gardens Hotel room rates start at \$200 per day); be sure to reserve your room now or before Tuesday, April 2, to ensure the rate.**

Note #2: The group will initially meet on Wednesday afternoon (May 1) at the Galveston County AgriLife Extension Office in La Marque (about 23 minutes travel time to the Inn at the Waterpark in Galveston). Map directions to the Extension Office (<http://aggie-horticulture.tamu.edu/galveston/Map-new-GCEO-CarbidePark.pdf>) and further meeting details will be sent later. If anyone plans on arriving Tuesday and staying overnight, hotel accommodations near the Extension Office can be arranged upon notification.

Tax exemption form: Attached as a PDF is a Texas hotel occupancy tax exemption certificate. Be sure to bring a printed/filled out copy to qualify for applicable tax exemptions on your room rate.

William Johnson &
Karin Wallace
Texas A&M AgriLife Extension
Junior Master Gardener
979-845-8565



Inn at the WaterparkSM

Confirmation # 355881

Inn at the Waterpark
2525 Jones Drive
Galveston, TX 77554

Telephone: (409) 740-1155
Fax: (409) 740-1453
Toll Free: (800) 718-1155
reservations@innatthewaterpark.com

Accommodation Type
1 - Deluxe Two Queen Beds

Guarantee
Visa XXXXXXXXXXXXX7360 XX/XX

View the hotel [website](#)
[Driving directions](#) to the hotel
Local [Weather](#)

Services and Amenities

Complimentary High Speed Wireless Internet
Complimentary Cruise Terminal Transportation
Complimentary Continental Breakfast (6am – 9:30am)
Complimentary Coffee and Juice All Day in Lobby
Complimentary In-Room Coffee
Complimentary Adventure Golf (9am – 10pm)
Complimentary Parking

Reservation for Barbara Storz

Arrival Date: 04-30-13 (3:00 PM)
Departure Date: 05-03-13 (12:00 PM)

3 Nights

Room Rate: 69.00 USD

Total Tax: USD
Deposit Paid: USD
Estimated Total: 238.05USD

Please note that check-in time is after 3pm and check out time is by 12 noon. Any special requests you made are noted on your reservation but are subject to availability and cannot be guaranteed until arrival at the hotel. We are most certainly making every effort to fulfill your requests to make your stay as comfortable as possible.

CANCELLATION POLICY: YOUR RESERVATION IS GUARANTEED FOR A LATE ARRIVAL PENDING AUTHORIZATION OF THE FIRST NIGHTS ROOM AND TAX AFTER 6PM. IF YOU NEED TO CHANGE OR CANCEL YOUR BOOKING, PLEASE DO SO 72 HOURS BY 4PM LOCAL HOTEL TIME PRIOR TO YOUR ARRIVAL IN ORDER TO AVOID THE CANCELLATION FEE OF THE FIRST NIGHTS ROOM AND TAX CHARGE. IF YOUR RESERVATION IS A 7 DAY ADVANCE PURCHASE THIS IS A NON CANCELABLE OR CHANGEABLE RESERVATION, FULL PAYMENT IS DUE AT THE TIME OF BOOKING.

Professional Development Seminar & Program Planning Conference



HORTICULTURE

May 1-3, 2013 Galveston, Texas

Agenda

Wednesday – May 1, 2013

Professional Development Seminar

Location: Galveston County office: 4102-B Main St La Marque, TX

1 – 5 online courses and other Holly Jarvis

Tour Galveston county demonstration garden

Dinner Sponsored by Scotts®

Thursday - May 2, 2013

Program Planning Conference

8 – 12 morning session at the hotel

12 – 1 Lunch

1 – 5 tour of the Moody Gardens Rainforest (renovated extensively since Ike) and other activities during that afternoon]; and an evening dinner (exact restaurant to be determined...Gaido's or another one but it will be finalized with no problem

Friday – May 3, 2013

Program Planning Conference

Master Gardener session

Texas Superstar plant trials for 2012-2013—*Larry Stein, Uvalde*

11:00pm

Adjourn



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/04/13
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: Professional Development Seminar & Program Conference
EVENT DATE(S) FROM: 05/01/13 TO: 05/03/13
DEPARTURE DATE: 04/30/13 RETURN DATE: 05/03/13
LOCATION OF EVENT: CITY: Galveston 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.

3-1100-461-00-380-001-0-583+584

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)	\$75.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 75.00	\$	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	\$ 119.03		
11. MEALS	\$ 120.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 239.03		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 314.03	\$	

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

Barbara will be sharing half the cost for hotel room with Jennifer Hererra, CEA-Horticulture for Cameron County.

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:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
<i>Barbara Storz</i>	<i>4/9/13</i>	<i>Noelinda Cruz</i>	<i>383-1026</i>

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:	