



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/02/13

TOTAL NUMBER OF EMPLOYEES TRAVELING: 3

DEPARTMENT NAME: VETERANS SERVICES

NAME & TITLE OF EMPLOYEE(S) TRAVELING: EMILIO DE LOS SANTOS, FELIX RODRIGUEZ, & FRANK GARZA

EVENT INFORMATION

TITLE OF EVENT: TEXAS VETERANS COMMISSION 2013 SPRING TRAINING CONFERENCE

EVENT DATE(S) FROM: 05/20/13 TO: 05/23/13

DEPARTURE DATE: 05/20/13 RETURN DATE: 05/23/13

LOCATION OF EVENT: CITY: SAN ANTONIO 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.

THE 2013 SPRING TRAINING CONFERENCE, CONDUCTED BY THE TEXAS VETERANS COMMISSION (TVC) WILL BE HELD FROM MONDAY, MAY 20 - THURSDAY, MAY 23 2013, AT THE CROWNE PLAZA RIVERWALK HOTEL, 111 E. PECAN ST., SAN ANTONIO, TEXAS. TRAVELING WILL CONCENTRATE ON THE IMPORTANCE OF FULLY DEVELOPED CLAIMS.

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** <input checked="" type="checkbox"/>
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	\$ 279.11		
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	\$ 279.11		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 279.11	\$ -	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			

Mileage Reimbursement Req # 234679

TVC WILL COVER ROOM AND PER DIEM FOR ALL THREE INDIVIDUALS. MILEAGE WILL BE REIMBURSED TO MR. DE LOS SANTOS UPON RETURN.

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: *Emilio de los Santos* DATE: 4/10/13 DEPARTMENT CONTACT PERSON: *D. Guzman* PHONE NO.: 318-2472

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 Atkins</u>	DATE: <u>4-10-13</u>	REVIEWER'S SIGNATURE: <u><i>Janie Atkins</i></u>	PHONE NO.: <u>392-7025</u>
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

cc 4/23/13

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

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

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

CLAIMS REPRESENTATION AND COUNSELING

MEMO TO: All Veterans County Service Officers and Assistants (VCSOs)
FROM: Cruz Montemayor, Chief Administrative Officer 
DATE: March 22, 2013
SUBJECT: 2013 Spring Training Conference

Important! New information. Please read carefully.

The 2013 Spring Training Conference, conducted by the Texas Veterans Commission (TVC), will be held from Monday, May 20 – Thursday, May 23, 2013, at the Crowne Plaza Riverwalk Hotel, 111 E. Pecan St., San Antonio, Texas 78205.

NEW THIS YEAR FOR ALL VCISO ATTENDEES

Because of the importance of Fully Developed Claims, the Texas Veterans Commission has received funding from the Legislature to cover hotel and per diem for all VCSOs to attend this Conference, regardless of whether you attend further training conferences this calendar year.

All hotel reservations will be made and covered by the Texas Veterans Commission via information you provide when you complete the Conference Registration online using this [LINK](#). Please be sure to complete your registration ***no later than Friday, April 12, 2013***. Hotel reservations will be made on a first come, first served basis for both VCSOs and Texas Veterans Commission employees.

When completing the conference registration process, please be specific in the special needs portion and remember that refrigerators and microwaves are limited and should only be requested for medical purposes. Note, also, that King beds are limited and not guaranteed. ONLY your hotel reservation will be covered by TVC. You will be required to cover any additional expenses, i.e. room service, valet parking, etc., before you complete your check out on Thursday. The Crowne Plaza Riverwalk Hotel is a smoke-free environment. Self-parking is included in your hotel reservation. Complimentary Wireless Internet Access in all guest sleeping rooms and in the foyer areas is provided to our group. You will be eligible for reimbursement of your Per Diem cost at \$46, including travel days. Initial Training attendees will be eligible for mileage or airfare, whichever is less. Reimbursement forms will be available at the Conference.

NOTE: If you plan on sharing a room with another training attendee, please indicate name, title and level of training in the "Additional Information" section on the registration page. Please do not complete a registration for this person.

INITIAL TRAINING

Initial Training begins promptly at 1:00 pm on Monday, May 20, 2013. Those traveling outside a 200 mile radius are authorized hotel reservations on Sunday night in order to arrive at training on time on

Monday. Training will continue Tuesday and Wednesday, from 8:00 a.m. to 5:00 p.m., and from 8:00 a.m. to 12:00 p.m. on Thursday.

Initial Training will cover the duties and responsibilities of the VCSO, the numerous veterans' benefits programs and the mechanics of filing the claims and applications for Federal and State veterans' entitlements. This training will better enable you to assist the veterans, their families and survivors residing in their county to obtain the benefits to which they are entitled.

You are authorized mileage reimbursement from your office location to the hotel and returning to your office location. If you travel via air, you will be reimbursed for air travel or mileage, whichever is less. You will be reimbursed for your shuttle from the airport to the hotel and returning to the airport.

CERTIFICATION & ACCREDITATION TRAINING

The focus on this year's training for the Certification and Accreditation levels will be the importance and preparation of Fully Developed Claims.

General Session begins promptly at 8:00 a.m. on Tuesday, May 21, 2013. Training will continue Tuesday until 5:00 p.m.; Wednesday from 8:00 a.m. to 5:00 p.m. and Thursday from 8:00 a.m. until noon. Arrivals prior to Monday, May 21, 2013, will be at your expense.

Prior to this year's Spring Training Conference, the Texas Veterans Commission will host a Veterans Expo and Clinic from 3:00 p.m. to 7:00 p.m. on Monday, May 20, 2013, at the Crowne Plaza Riverwalk. The Veterans Expo and Clinic will include a Veterans Benefits Fair with state, local, and federal government agencies, Veterans organizations, not-for-profit organizations, schools, and companies that provide Veteran-specific services which are designed to help Veterans and their families. The Veterans Expo and Clinic will also feature Claims and Employment Clinics. Texas Veterans Commission staff, including Veterans Education, will be available to provide direct, one-on-one assistance to Veterans. The Veterans Expo and Clinic is open to the general public, is free of charge and we encourage you to visit the many vendors in attendance.

TVC sent a letter to your Commissioners Court announcing the conference and encouraging support for your attendance. Section 434.038(a), Texas Government Code, requires VCSOs to attend Commission Training to maintain Certification or Accreditation. Certification is also required for those wishing to enter Commission's Accreditation Program.

Please review the attached "Additional Information Regarding the TVC 2013 Spring Training Conference" for further information.

Please contact Nancy Gamroth at (512) 463-7302; the VCSO Headquarters' Watts Line or via email at nancy.gamroth@tvc.texas.gov if you have any questions.

This year's conference will be very informative and beneficial. The knowledge gained will enable you to better serve veterans, survivors and dependents residing in your county. We look forward to seeing you in San Antonio.

CM/njg
Attachments

cc: James O. Richman, Director
Claims Representation and Counseling



TEXAS VETERANS COMMISSION

2013 Spring Training Conference
San Antonio, Texas

ADDITIONAL INFORMATION REGARDING THE TVC 2013 SPRING TRAINING CONFERENCE

Crowne Plaza Hotel Riverwalk

San Antonio, Texas

May 20-23, 2013

- Check in time is 3:00 p.m. The hotel cannot guarantee that rooms will be available prior to that time. Check out time is 12:00 Noon on Thursday, May 23, 2013.
- The hotel will offer the Group rate two (2) days prior and two (2) days after the TVC Spring Training Conference on a space available basis. These days will not be covered by TVC and you will be responsible for securing the extended stay reservation.
- The Crowne Plaza does not provide shuttle service to and from the San Antonio airport. TVC will contract with a shuttle service. We cannot cover the shuttle expense for non-Initial Training attendees; however we will provide you the group rate. Please send your flight information to Nancy Gamroth so that your shuttle service can be arranged. She can be reached at TVC Headquarters' VCSO WATS Line; or (512) 463-7302 or via email at nancy.gamroth@tvc.texas.gov.
- Monday, May 20, 2013, is the Veterans Expo and Clinic beginning at 3:00 p.m. in the Fiesta Pavilion Room. The Expo includes a Veterans Benefits Fair as well as Claims and Veterans Employment Clinics. For more information on this event, please refer to your Conference Information Letter or visit our website at www.tvc.texas.gov. We encourage you to attend this event.
- All attendees are invited to a Welcome Social on Tuesday evening. Details will be available at the Conference.
- Breaks:
 1. A Continental Breakfast will be served on Tuesday, Wednesday and Thursday mornings. Please refer to the Conference program for times and locations.
 2. Afternoon breaks will be served on Tuesday and Wednesday afternoons. Please refer to the Conference program for times and locations.
- Registration and Information will be open on Monday, May 20 from 3:00 p.m. to 6:00 p.m.; Tuesday and Wednesday from 7:00 a.m. to 5:00 p.m.; and Thursday until 12:30 p.m.
- TVC Dress Code:
 1. Business casual (TVC shirts are permissible). No blue jeans or tennis shoes.
 2. Reception attire – casual (no shorts).
 3. VCSOs can comply with the TVC dress code if so desired but are not required.
- Please do not share this information with non-VCSOs. If you know someone who wants to attend our training conference, please have them contact Nancy Gamroth at (512) 463-7302 or via email at nancy.gamroth@tvc.texas.gov.

Emilio Delos Santos

From: 2013 Spring Training Conference [training@tvc.texas.gov]
Sent: Tuesday, March 26, 2013 8:29 AM
To: emilio.delossantos@co.hidalgo.tx.us
Subject: Thank you for registering for 2013 Spring Training Conference

2013 Spring Training Conference

Tuesday May 21, 2013 at 8:00 AM CDT
-to-
Thursday May 23, 2013 at 12:00 PM CDT

Crowne Plaza Riverwalk Hotel
111 East Pecan Street
San Antonio, TX 78205

Thank you again for registering for our event. This email is confirmation of your successful registration. If any of the information displayed below is incorrect, please contact us as soon as possible.

View and print [my ticket\(s\)](#)

To add your ticket to Passbook, open this email on your Passbook enabled device. [Add to Passbook](#)

Participant Information:

Last Name: De Los Santos
First Name: Emilio
Email Address: emilio.delossantos@co.hidalgo.tx.us
Contact phone number: 956-318-2436

Agency/Organization Information:

Agency/County/Organization: Hidalgo County Veterans Services
Department: Veterans Services
Title: Director / VSO
Address 1: 2816 S. Business Hwy. 281
Address 2:
City: Edinburg
State: Texas
ZIP Code: 78539
Type of Attendee: Veterans County Service Officer

Additional Information Required:

Claims Training: What level of Certification
training are you authorized to
attend?

PLEASE NOTE: TVC will secure ALL
reservations for TVC employees and duly

2013 Spring Training Conference

MAY 21 ^{TUE} 2013 @ 8:00 AM - MAY 23 ^{THU} 2013 @ 12:00 PM

Emilio De Los Santos

emilio.delossantos@co.hidalgo.tx.us

**Crowne Plaza Riverwalk
Hotel**

111 East Pecan Street
San Antonio, TX 78205

Event Host

2013 Spring Training Conference
or 512-463-7302
training@tvc.texas.gov



ETFED7H3P

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Francisco.Garza

From: 2013 Spring Training Conference [training@tvc.texas.gov]
Sent: Tuesday, March 26, 2013 8:38 AM
To: francisco.garza@co.hidalgo.tx.us
Subject: Thank you for registering for 2013 Spring Training Conference

2013 Spring Training Conference

Tuesday May 21, 2013 at 8:00 AM CDT

-to-

Thursday May 23, 2013 at 12:00 PM CDT

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To add your ticket to Passbook, open this email on your Passbook enabled device. [Add to Passbook](#)

Participant Information:

Last Name:	Garza
First Name:	Frank
Email Address:	francisco.garza@co.hidalgo.tx.us
Contact phone number:	9656-318-2436

Agency/Organization Information:

Agency/County/Organization:	Hidalgo County
Department:	Veterans Services
Title:	Asst. Veterans Service officer
Address 1:	2816 S. Business Hwy 281
Address 2:	
City:	Edinburg
State:	Texas
ZIP Code:	78539
Type of Attendee:	Veterans County Service Officer

Additional Information Required:

Claims Training: What level of training are you authorized to attend?	Certification
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2013 Spring Training Conference

MAY 21

TUE
2013

@ 8:00 AM - MAY 23

THU
2013

@ 12:00 PM

Frank Garza

francisco.garza@co.hidalgo.tx.us

**Crowne Plaza Riverwalk
Hotel**

111 East Pecan Street
San Antonio, TX 78205

Event Host

2013 Spring Training Conference
or 512-463-7302
training@tvc.texas.gov



EXA2B97WX

EXA2B97WX

Felix Rodriguez

From: 2013 Spring Training Conference [training@tvc.texas.gov]
Sent: Thursday, April 04, 2013 11:00 AM
To: felix.rodriguez@co.hidalgo.tx.us
Subject: Thank you for registering for 2013 Spring Training Conference

2013 Spring Training Conference

Tuesday May 21, 2013 at 8:00 AM CDT
 -to-
 Thursday May 23, 2013 at 12:00 PM CDT

Crowne Plaza Riverwalk Hotel
 111 East Pecan Street
 San Antonio, TX 78205

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View and print [my ticket\(s\)](#)

To add your ticket to Passbook, open this email on your Passbook enabled device. [Add to Passbook](#)

Participant Information:

Last Name:	Rodriguez
First Name:	Felix M.
Email Address:	felix.rodriguez@co.hidalgo.tx.us
Contact phone number:	956.373.8235

Agency/Organization Information:

Agency/County/Organization:	HIDALGO COUNTY
Department:	HIDALGO COUNTY VETERANS SERVICES
Title:	VETERANS SERVICE OFFICER ASST
Address 1:	2816 S. BUS HWY 281, ADM BLDG
Address 2:	SAME
City:	EDINBURG
State:	Texas
ZIP Code:	78539
Type of Attendee:	Veterans County Service Officer

Additional Information Required:

Claims Training: What level of training are you authorized to attend?	Accreditation
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2013 Spring Training Conference

MAY 21

TUE
2013

@ 8:00 AM - MAY 23

THU
2013

@ 12:00 PM

Felix M. Rodriguez
felix.rodriguez@co.hidalgo.tx.us

**Crowne Plaza Riverwalk
Hotel**

111 East Pecan Street
San Antonio, TX 78205

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