



HIDALGO COUNTY, TEXAS

OUT - OF - COUNTY

FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME : Christina Perez, Hidalgo County Extension **DEPARTMENT:** Hidalgo County Extension Service
TRAVEL TO CITY : Corpus Christi **STATE:** Texas
DEPARTURE DATE: 9/17/2013 **RETURN DATE:** 9/18/2013
TIME OF DEPARTURE: 5:30 AM **TIME OF RETURN:** 9:30 PM

PURPOSE OF TRIP : To obtain continuing education related to an employee's work or maintenance of a license or certification. To promote the economic development interests of the County.

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2013
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	TOTALS
Airline / Bus / Train	9/17	9/18	9/19	9/20	9/21	9/22	\$ -
Car Rental							-
Gasoline for Car Rental							-
Personal Car Mileage	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	-
ODOMETER READINGS:					-	0.565	-

NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.

Hotel (Excluding Meals)	\$95.92						95.92
Parking / Tolls							-
Taxi and Other Ground Transportation							-
Telephone							-
Registration Fees	\$30.00						30.00
MEALS (based upon actual charges)	NOTE: When traveling out of state trip and claiming actual meal expenses, receipts must be provided for all days of travel. If not reimbursement will be based on the \$39 per diem.						
Type of Travel (In State =1 /Out of State =2)	1						
With Receipts = 1 / Without Receipts = 2	2						
Breakfast (\$9 per diem)	\$9.00	\$0.00					
Lunch (\$12 per diem)	\$0.00	\$12.00					
Dinner (\$18 per diem)	\$18.00	\$18.00					
Total Actual Meal Expense	27.00	30.00					
Total Allowable Meal Expense per County Policy (County Employee)	\$27.00	\$30.00					\$57.00
Other (Please explain below):			\$104.26				104.26

When Christina stopped to fuel up, pump screen was not working, so she had to purchase fuel out of pocket since she would not make it to the next gas station to try again (not enough fuel in truck).

Explanation Notes:

II. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (i.e. Airfare, Hotel accommodations, Car Rentals, Registration)

Payee Name	Expense Type	Check No./ PO. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM
				TOTAL ALLOWABLE EXPENDITURES \$ 269.18
AMOUNTS ADVANCED TO EMPLOYEE ON :				
TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE				
REMIT TO ME				\$ 269.18
REMITTED TO COUNTY TREASURER ON				
Total				\$ -
TREASURER RECEIPT NO.				\$ 0.00

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: Christina Perez **DATE:** 9/23/13
APPROVED BY: _____ **DIVISION DIRECTOR/SUPERVISOR** **DATE** _____
APPROVED FOR PAYMENT BY: Barbara Perry **DEPARTMENT HEAD**
GENERAL LEDGER ACCOUNT NUMBER: 3-1100-461-00-380-001-0-583 & 584
COUNTY AUDITOR'S FORM: T.1.4 (01/13) **Note:** This report is due no later than 20 calendar days of return from travel.

District 12 Program Planning Workshop

September 17-18, 2013

Texas A&M AgriLife Center, Corpus Christi

Tuesday, September 17

- 9:30 Registration
- 10:00 Opening Remarks & Overview of Program Planning Expectations
- Dr. Ruben Saldana
- Community Resource & Economic Development
- Drs. Monty Dozier & Elaine Fries
- 10:30 Texas 4-H Management Update - Luis Saldaña
- Enrollment goals
 - Let's Go, Let's Grow
 - 4-H Event Updates
- 12:00 Lunch (provided)
TAE4HA Meeting (Conference Room)
- 1:00 Program Planning Breakout Sessions
ANR Agents - Monty Dozier
FCS Agents - Elaine Fries
*4-H Agents & 4-H Specialist rotate with RPDs
- 4:30 Association Meetings
TCAAA - Classroom
TEAFCS – Conference Room
- Adjourn (immediately following association meetings)
- 6:00 – 8:00 Happy Hour (Hawthorn Suites)

Wednesday, September 18

- 8:00 Administrative Update
- 9:00 Moving from Evaluation to Interpretation
- Use of Qualitrics for data collection
 - Turning data into a meaningful narrative
 - Making effective use of bullets, tables, & graphics
 - Writing effective annual summaries
- 11:30 County/District 4-H Event Planning Session
Discussion Items:
- * improving county-based events
 - * increasing county enrollment
 - * district event planning
- 12:30 Adjourn
- 1:30 New Agent Planning & Training (New Agents only)
- 5:00 Adjourn

The items below require your attention to ensure that this event provides the most possible support to you professionally as you prepare to develop major program plans for 2014.

- Submit registration via <http://agrifiregister.tamu.edu> on or before Tuesday, September 10 and make room reservations by September 2nd. Room blocks will be released after September 2nd.
- Program Planning Guidelines will be forwarded once they are completed as they are being revised by the Organizational Development unit. You are responsible for reviewing them in advance of our meeting.
- Meet and communicate with district and state-based specialists, cooperating agents, LAB/Youth board/PAC committee members, partners, and others as appropriate to identify programs, plans, and tasks needed to support your program 2014.
- Develop draft outcome and output plans and be prepared to share and discuss them with appropriate RPDs, co-workers, and specialists as appropriate. This includes 4-H plans in counties where there is no 4-H agent.

This shall serve as your authorization to travel to Corpus Christi and charge expenses to your regular travel account. Please call or email if you have any questions or need further information. We look forward to seeing you there!

Sincerely,



Ruben J. Saldaña, Ed.D.
District Extension Administrator

RJS:lg

Enclosures: Tentative Agenda

cc: Dr. Darrell Dromgoole
Dr. Monty Dozier
Dr. Elaine Fries
Mr. Luis Saldaña

August 8, 2013

MEMORANDUM

To: All District 12 County Faculty & Specialists serving District 12

Subject: District 12 Program Planning Workshop
September 17-18, 2013
Texas A&M AgriLife Research and Extension Center at Corpus Christi

The 2013 District 12 Program Planning Workshop will be held September 17-18, 2013 at the Texas A&M AgriLife Research and Extension Center at Corpus Christi located at 10345 Hwy 44. Registration will be from 9:30 – 10:00 a.m. with the program immediately following registration. We will be meeting in the auditorium. A map to the Corpus Christi center is enclosed.

Below are items for your attention as you prepare:

- Registration:** A \$30 registration fee will be charged for the workshop to cover meeting expenses. Registration will be conducted through the AgriLife Conference Services at <https://agriliferegister.tamu.edu>. You can begin registering immediately and the registration deadline is Friday, September 6. No onsite registration will be taken.
- Dress:** Dress for this conference will be business casual.
- Lodging:** We have blocked rooms at the Hawthorn Suites by Wyndham Corpus Christi, but reservations are your individual responsibility. Room rate is \$88.00 and is being held under "AgriLife Extension". There is a 24 hour notice required for cancellations of room reservation. Cutoff date is September 2, 2013. Be sure and provide a hotel tax exemption form upon check-in.
- Meals:** The Hawthorn provides a complimentary hot breakfast buffet and a Happy Hour at 6:00 p.m. daily. We will provide lunch on Tuesday.

- continued -

South District 12
Texas A&M AgriLife Extension Service
2401 E Business Hwy 83 | Weslaco, Texas 78596

Tel. 956.968.5581 | Fax. 956.969.5639 | southtexas.tamu.edu



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 09/13/13
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 4
 DEPARTMENT NAME: Hidalgo County Extension Service
 NAME & TITLE OF EMPLOYEE(S): Adelita F. Munoz, CEA-FCS; Christina Perez, CEA-4-H & Youth Development; Andrea Valdez, CEA-Family Resources; Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: District 12 Program Planning Workshop
 EVENT DATE(S) FROM: 09/17/13 TO: 09/18/13
 DEPARTURE DATE: 09/17/13 RETURN DATE: 09/18/13
 LOCATION OF EVENT: CITY: Corpus Christi 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)	\$ 120.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 120.00	\$	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	\$ 303.60		
11. MEALS	\$ 228.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 531.60		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 651.60	\$	

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: *Deborah Horn* DATE: 9/12/13 DEPARTMENT CONTACT PERSON: *Nora Linda Cruz* PHONE NO.: 383 7024

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:	

HIGHWAY TRAVEL CENTER
950 HWY. 77
ROBSTOWN, TX 78380

SHELL
HWY 77 & FM 892
ROBSTOWN TX 78380
5754444409

09/18/2013 4:31:59 PM
Register: 1 Trans #: 9253 Op ID: 15
Your cashier: brittany

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP#9
28.968 GAL @ \$ 3.599/GAL \$104.26 99

Subtotal = \$104.26

Tax = \$0.00

Total = \$104.26

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$104.26

XXXX XXXX XXXX 6915, MASTERCARD
INVOICE 977595
AUTH 03515Z

Buyer agrees to pay the total, according
To the agreement with the card issuer

Apply for the Shell Drive for Five Card
today & save 5cpg.

Apply today! Call 1-877-278-2624

Hawthorn Suites by Wyndham.

www.hawthorn.com

1442 S. Padre Island Dr.

Corpus Christi, TX 78416

Telephone: (361)854-3400 Fax: (361)854-2100

Sep 18, 2013

7:24 am

CHRISTINA PEREZ
410 NORTH 13TH ST
Edinburg, TX 78541

Folio #: 48664
Room Number: 319
Rate: \$88.00
Pay Method: MC6915

Arrival Date: Tuesday, September 17, 2013

Departure Date: Wednesday, September 18, 2013

Member #:

Date	Department	Reference	Voucher	Room	Debit	Credit
9/17/2013	Room Postings	Auto Posted		319	\$88.00	
9/17/2013	CITY TAX 9%	Auto Posted		319	\$7.92	
9/18/2013	MASTER CARD	CHECKED-OUTMC6915		319		\$95.92

Wyndham Rewards members earn valuable points or airline miles on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member join at the front desk, visit us at www.wyndhamrewards.com or call 1-866-WYN-RWDS.

Tax Summary	
CITY TAX 9%	\$7.92

Balance:

I agree that my liability for all charges is not waived.

The management assumes no responsibility for accidents, injuries, theft or loss due to any cause.

Thank You for choosing Hawthorn Suites, hope you had a pleasant stay.

We look forward to serving you again.

Signature _____



Purchase Order COUNTY OF HIDALGO

PO# 698129

DATE: 09/13/13

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 399213

REQ: 00243687

PHONE:

EMAIL:

SHIP TO: TEXAS A & M AGRILIFE EXTENSION SERVICE

410 N. 13TH AVE
EDINBURG TX 78541

PEREZ, CHRISTINA LORRAINE
C/O EXTENSION SERVICE

CONTACT:

SITE: TEXAS A & M AGRILIFE EXTENSION SERVICE

SPECIAL INSTRUCTIONS:

VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Christina traveling to Corpus Christi, Texas on September 17-18, 2013 to attend the 2013 District 12 Program Planning Workshop.		
1	EACH	ED Registration Fees	30.00	30.00
1	NGT	CO Hotel rental at Hawthorn Suites by Wyndham, 1442 South Padre Island Drive, Corpus Christi, TX 78416 - (361) 854-3400.	101.20	101.20
1	EACH	EX Meals: 9/17/2013 - Breakfast-\$9; Lunch-Provided; Dinner-\$18 9/18/2013 - Breakfast-Hotel; Lunch-\$12; Dinner-\$18	57.00	57.00
TOTAL:				188.20
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		***** For Hidalgo County use only		
		3-1100-461-00-380-001-0-583	158.20	
		3-1100-461-00-380-001-0-584	30.00	

Authorized by:

Martha L Salazar *al*