HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

RECEIVED FEB 07 2014

DATE OF REQUEST: 02/04/14

DEPARTMENT NAME: Fire Marshal's Office

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Juan Martinez, Fire Marshal

EVENT INFORMATION

TITLE OF EVENT:	2014 International Training Conference for Fire & Arson Investigators		
EVENT DATE(S) FROM:	04/13/14	TO:	04/18/14
DEPARTURE DATE:	04/12/14	RETURN DATE:	04/18/14
LOCATION OF EVENT: CITY:	Las Vegas	STATE:	Nevada

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- x To obtain statutorily required continuing professional education.
- x To obtain continuing education related to an employee's work or maintenance of a license or certification.
- x 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.
- x To participate in professional organizations related to the employee or official's job assignment.
- x To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- x To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- x To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- x To pursue the County's interests in litigation or criminal justice.
- x To promote the economic development interests of the County.
- x 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.

Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE
1. REGISTRATION FEE(S)	$ 595.00	✓
Subtotal for Object Code 584	$ 595.00	✓
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	$ 1,069.00	✓
3. TAXI FARE	$ -	
4. BUS FARE	$ -	
5. RENTAL CAR	$ -	
6. GASOLINE/DIESEL/FUEL	$ -	
7. MILEAGE REIMBURSEMENT	$ -	
8. TELEPHONE CALLS	$ -	
9. PARKING	$ -	
10. LODGING	$ 598.08	✓
11. MEALS	$ 273.00	✓
12. OTHER EXPENSES	$ -	
Subtotal for Object Code 583	$ 1,940.08	✓
13. TOTAL ESTIMATED TRAVEL EXPENSES	$ 2,535.08	✓

MODE OF TRAVEL (Place an "X" by applicable mode of travel)

AIRFARE*	x
BUS**	
Rental Car**	
County Vehicle**	
Private Vehicle**	
OTHER** (Specify)	

* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.

** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparision of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.

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

Registration Req # 251317
Airfare Req # 251312
Lodging Req # 251298
Meals Req # 251341

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:

- X Trip expenses are necessary and will be incurred for official county business.
- X Reasonable efforts to minimize the use of county funds have been explored.
- x Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
- X 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.:
	2/4/14	Sulema Cavazos	318-2656

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.:
Janie Alejos	2-7-14	Janie Alejos	x 5601

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD: