

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective August 1, 2011

Policy No: GA: 22.0

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## **Full Use of Federal Funds**

### **Purpose**

To ensure full use of federal funds as required by U.S. Department of Agriculture.

### **Authority**

Section 12(b) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(b), as amended by Section 361 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

### **Policy**

Each Local Agency (Agency) will support full use of Federal funds provided by the Department of State Health Services for administration of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The Agency will exclude such funds from budget restrictions or limitations including, at a minimum, hiring freezes, work furloughs, and travel restrictions affecting the WIC Program.



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

DATE OF REQUEST: 03/14/14  
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: WIC  
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Norma Longoria, Margarita Miller, Blanca Colunga

**EVENT INFORMATION**

TITLE OF EVENT: Lactation Counselor Training Course and CLC Certification Exam  
EVENT DATE(S) FROM: June 2, 2014 TO: 06/06/14  
DEPARTURE DATE: 06/01/14 RETURN DATE: 06/07/14  
LOCATION OF EVENT: CITY: Pittsburgh STATE: PA

**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.

Will attend the Lactation Training Course and take the Certification Exam. To become Certified Lactation Counselors for the WIC Program.

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)	\$ 2,085.00		AIRFARE*	\$ -
Subtotal for Object Code 584	\$ 2,085.00	\$	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.  ** 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.	
7. MILEAGE REIMBURSEMENT	\$ -			
8. TELEPHONE CALLS	\$ -			
9. PARKING	\$ -			
10. LODGING	\$ -			
11. MEALS	\$ -			
12. OTHER EXPENSES	\$ -			
Subtotal for Object Code 583	\$ -	\$		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 2,085.00	\$		

Registration Reg # 252716

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

WIC Funds

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)

*Norma Longoria* (Signature) 3/14/14 (Date)

DEPARTMENT CONTACT PERSON:

*Margarita Gonzalez* (Signature)

PHONE NO.:

381-4444

**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):

*Janie Alejos* (Signature)

DATE:

3-18-14

REVIEWER'S SIGNATURE:

*Janie Alejos* (Signature)

PHONE NO.:

75601

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):

DATE:

SIGNATURE OF DBM DEPARTMENT HEAD:

RECEIVED  
MAR 18 2014



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 03/13/14
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: WIC
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Norma Longoria

EVENT INFORMATION

TITLE OF EVENT: 2014 NWA Annual Education & Networking Conference & Exhibits (NWA)
EVENT DATE(S) FROM: 05/18/14 TO: 05/21/14
DEPARTURE DATE: 05/17/14 RETURN DATE: 05/21/14
LOCATION OF EVENT: CITY: Pittsburg STATE: PA

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.
[X] 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)

Table with 4 columns: Description, Estimated Expenses, Funds Available Balance, and Mode of Travel. Includes rows for Registration Fee, Airfare, Taxi Fare, Rental Car, Lodging, Meals, and Other Expenses (Luggage). Total estimated travel expenses: \$1,404.00.

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

WIC Funds

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.
[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: [Signature] DATE: 3/17/14 DEPARTMENT CONTACT PERSON: Margarita Gonzalez PHONE NO.: 381-4646

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): Janie Atkins DATE: 3-18-14 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 75601

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

RECEIVED MAR 18 2014

Lodging Reg # 252956

Airfare Reg # 253784

Registration Reg # 252642

Meals, Luggage & Shuttle Reg # 253831