

FY2017 BLANKET TRAVEL AUTHORIZATION – TRAVEL WITHIN DISTRICT 12 COUNTIES

Memo To: District 12 County Extension Agents

Effective: September 1, 2016 - August 31, 2017

Destination/Purpose of Travel: To conduct official Extension related business **within District 12**, serve on various district committees as assigned; assist in conducting multi-county and/or district educational programs, activities and events; participate in professional development trainings, conferences and other educational activities.

Expenses to be charged to: County Funds (CEAs) /// State Funds (EAs)

Authorization for the following, as described above:

COUNTY	ANR/HORT/M
Atascosa	CEA-ANR, CEA-FCS (also permitted to travel to Bexar/ Medina/ Wilson counties [D10] & Karnes [D11])
Brooks	CEA-ANR, CEA-FCS
Cameron	CEA-ANR, CEA-FCS, CEA-4HYD, CEA-HORT, CEA-M, EA-EFNEP
Dimmit	CEA-ANR, CEA-FCS (also permitted to travel to Bexar/Uvalde counties in D10)
Duval	CEA-ANR, EA-Health
Frio	CEA-ANR, CEA-FCS
Hidalgo	CEA-ANR, CEA-FCS, CEA-4HYD, CEA-HORT, CEA-FR, EA-EFNEP
Jim Hogg	CEA-ANR, EA-Health
Jim Wells	CEA-ANR, CEA-FCS, CEA-4HYD (also permitted to travel to Nueces county in D11)
Kleberg/Kenedy	CEA-ANR, CEA-4HYD, EA-Health (also permitted to travel to Nueces/San Patricio counties in D11)
La Salle	CEA-ANR
Live Oak	CEA-ANR, CEA-FCS (also permitted to travel to Wilson [D10] & Bee, Karnes, Nueces, San Patricio [D11])
Maverick	CEA-ANR
McMullen	CEA-ANR
Starr	CEA-ANR, CEA-FCS
Webb	CEA-ANR, CEA-FCS, CEA-4HYD
Willacy	CEA-ANR, EA-Health
Zapata	CEA-ANR, EA-Health
Zavala	CEA-ANR (also permitted to travel to Bexar/Medina/Uvalde counties in D10)

Out of District 12 Travel – any Extension related travel that takes you out of District 12 within the State of Texas requires that you submit a Travel Request in advance of your trip via Concur for DEA approval.

Out of State Travel – any Extension related travel that takes you out of the State of Texas must be submitted 30 days in advance of your trip via Concur for appropriate approval.

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