

**FY2018 BLANKET TRAVEL AUTHORIZATION
TRAVEL WITHIN DISTRICT 12 COUNTIES**

Memo To: District 12 County Extension Agents

Effective: September 1, 2017 - August 31, 2018

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.

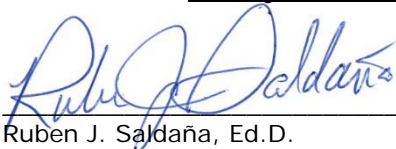
Expenses to be charged to: County Funds

Authorization for the following, as described above:

<i>COUNTY</i>	<i>POSITIONS</i>
Atascosa	CEA-ANR, CEA-FCS <i>(also permitted to travel to Bexar/ Medina/ Wilson counties [D10] & Karnes [D11])</i>
Brooks	CEA-ANR, CEA-FCS
Cameron	CEA-ANR, CEA-FCS, CEA-4HYD, CEA-HORT, CEA-M, EA-EFNEP
Dimmit	CEA-ANR, CEA-FCS <i>(also permitted to travel to Bexar/Uvalde counties [D10])</i>
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 <i>(also permitted to travel to Nueces county [D11])</i>
Kleberg/Kenedy	CEA-ANR, CEA-4HYD, EA-Health <i>(also permitted to travel to Nueces/San Patricio counties [D11])</i>
La Salle	CEA-ANR
Live Oak	CEA-ANR, CEA-FCS <i>(also permitted to travel to Wilson [D10] & Bee, Karnes, Nueces, San Patricio [D11])</i>
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 <i>(also permitted to travel to Bexar/Medina/Uvalde counties [D10])</i>

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