

**FY2021 BLANKET TRAVEL AUTHORIZATION  
TRAVEL WITHIN DISTRICT 12**

**Memo To:** District 12 County Extension Agents

**Effective:** September 1, 2020 - August 31, 2021

**Justification:** To conduct official Extension related business in counties 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.

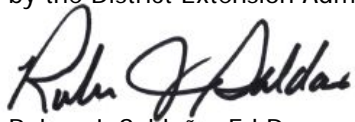
**Account:** CEAs - County Funds  
(EFNEP, CEP, DAR & Health Agents – Use Departmental Funds)

**Authorization for the following, as described above:**

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

**Out of DS12:** complete a Travel Request in Concur for any Extension related travel that takes you out of District 12. Request must be submitted in advance of your trip for DEA approval.

**Out of State:** complete a Travel Request in Concur for any Extension related travel that takes you out of the State of Texas. Request must be submitted **30 days in advance** of your trip for pre-approval by the District Extension Administrator **and** Associate Director of County Operations.

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