

**FY2024 BLANKET TRAVEL AUTHORIZATION
TRAVEL WITHIN DISTRICT 12**

Memo To: District 12 Extension Agents

Effective: September 1, 2023 - August 31, 2024

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, BLT, DAR, Health Agents, IPM and other Specialized agents – Use Departmental Funds)

Authorization for the following, as described above:

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

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