

**FY2025 BLANKET TRAVEL AUTHORIZATION
TRAVEL WITHIN DISTRICT 12**

Memo To: District 12 Extension Agents

Effective: September 1, 2024 - August 31, 2025

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