

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Kristen Clark

TODAY'S DATE: 8/16/16

DEPARTMENT: Extension / 665

COUNTY JUDGE

SIGNATURE OF DEPARTMENT HEAD:

X *Kristen Clark*

REQUESTED AGENDA DATE: 9/12/16

SPECIFIC AGENDA WORDING: Consideration for Kristen Clark, CEA 4-H, to attend the NAE4-HA National Convention in New Orleans, LA.

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 3 minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

National Association of Extension 4-H Agents

Annual Conference

New Orleans, Louisiana

Estimated Expenses

Airfare	\$ 201.46
Airport Parking	\$ 42.00
Hotel (1/3 of total)	<u>\$ 531.56</u>
Total	\$ 755.02

*\$450 Conference Registration Fee is covered by Texas A&M AgriLife Extension.

JOHNSON COUNTY TRAVEL REIMBURSEMENT * FORM

**This form to be used only to request reimbursement of expense paid by traveler's personal cash or credit card.*

Submit To: Accounts Payable
Johnson County Auditor's Office
2 N. Main, Cleburne, TX 76033

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE: 8/26/16
 TRAVELER'S NAME: Kristen Clark
 PURPOSE OF TRIP: Attending NAE 4-HA National Conference
 DESTINATION CITY: New Orleans, LA
 DEPARTURE DATE: Oct. 8, 2016 RETURN DATE: Oct. 14, 2016

TRAVEL COSTS	Auditor Use Only
AIR FARE	\$
AUTO RENTAL	\$
MILEAGE- (# of miles x \$.54 (as of 01/01/16) per mile)	\$
MEALS- (# of days x \$37.00 per day)	\$
PARTIAL- Morning \$ 10	\$
Noon \$ 12	\$
Evening \$ 15	\$
HOTEL/MOTEL	\$
SEMINAR/TRAINING REGISTRATION FEE	\$
MISCELLANEOUS (Taxi, parking, etc.) (Airfare)	\$ 201.46
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT	\$ 201.46

I understand reimbursement will only be made for all audited amounts of expense within the limits of county policy and I have attached all appropriate receipts.

Kristen Clark

Signature of Traveler

DATE: 8/25/16.

CERTIFICATION OF OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request and approve the same for payment."

Kristen Clark

Signature of Elected Official/Department Head

DATE: 8/25/16

REQUIRED

010 - 665 - 5410 -
 (FUND) (DEPT) (OBJECT) (FUNC)
 ACCOUNT #

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Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

Upcoming Trip: 10/08/16 - New Orleans



[Air itinerary](#)

AIR Confirmation: 9FNRXF

Confirmation Date: 06/1/2016

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
CLARK/KRISTEN B ETH	20104869746	5262415235835	Jun 1, 2017	944

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sat Oct 8	759	Depart DALLAS (LOVE FIELD), TX (DAL) on Southwest Airlines at 10:30 AM <i>Stops: San Antonio, TX</i> Arrive in NEW ORLEANS, LA (MSY) at 1:20 PM Travel Time 2 hrs 50 mins Wanna Get Away
Fri Oct 14	2819	Depart NEW ORLEANS, LA (MSY) on Southwest Airlines at 11:00 AM Arrive in DALLAS (LOVE FIELD), TX (DAL) at 12:30 PM Travel Time 1 hrs 30 mins Wanna Get Away

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**Flight reservation (9FNRXF) | 08OCT16 | DAL-MSY |
Clark/Kristen Beth**

From: **Southwest Airlines** (SouthwestAirlines@luv.southwest.com)

-  **Check in for your flight(s):** 24 hours before your trip on [Southwest.com](#) or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.
-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.
-  **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
-  **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

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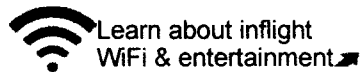
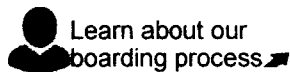
[Enroll now >](#)

Air Cost: 201.46

Fare Rule(s): 5262415235835: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

DAL WN MSY72.91TZAUNNRO WN DAL84.54SLNVNR 157.45 END
ZPDALSATMSY XFDAL4.5MSY4.5 AY11.20\$DAL5.60 MSY5.60



Cost and Payment Summary

AIR - 9FNRXF

Base Fare	\$ 157.45
Excise Taxes	\$ 11.81
Segment Fee	\$ 12.00
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 11.20
Total Air Cost	\$ 201.46

Payment Information
 Payment Type: Visa XXXXXXXXXXXXX0239
 Date: Jun 1, 2016
 Payment Amount: \$201.46

Useful Tools

- [Check In Online](#)
- [Early Bird Check-In](#)
- [View/Share Itinerary](#)
- [Change Air Reservation](#)

Know Before You Go

- [In the Airport](#)
- [Baggage Policies](#)
- [Suggested Airport Arrival Times](#)
- [Security Procedures](#)

Special Travel Needs

- [Traveling with Children](#)
- [Traveling with Pets](#)
- [Unaccompanied Minors](#)
- [Baby on Board](#)

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THE **EVOLUTION** CONTINUES.

LOVE EVOL


Kristen Clark

From: Megan Parr
Sent: Thursday, April 28, 2016 1:25 PM
To: Kristen Clark
Subject: FW: The Hyatt Regency New Orleans Reservation Confirmation

Megan R. Parr, M.S.
County Extension Agent, Ellis County
4-H & Youth Development
Texas A&M AgriLife Extension Service
701 S Interstate 35 E | Waxahachie, TX 76165
P. 972.825.5175 | C. 972.935.8384 | F. 972.825.5184
megan.parr@ag.tamu.edu
<http://ellis.agrilife.org>



From: The Hyatt Regency New Orleans Team [mailto:groupcampaigns@pkghlrss.com]
Sent: Thursday, April 28, 2016 12:36 PM
To: Megan Parr
Subject: The Hyatt Regency New Orleans Reservation Confirmation



HYATT REGENCY

NATL ASSN EXTENSION 4-H AGENTS ANNUAL FALL NATIONAL CONFERENCE ~ 06-Oct-2016 - 14-Oct-2016 ~ Hyatt Regency New Orleans

Dear Megan Parr,

We are pleased to confirm your reservations at the Hyatt Regency New Orleans. The staff of the Hyatt Regency New Orleans is looking forward to your arrival as part of the NATL ASSN EXTENSION 4-H AGENTS ANNUAL FALL NATIONAL CONFERENCE. Should your travel plans

change and you need to make changes to your reservations, please [click here](#) or call 888-421-1442.

We look forward to welcoming you to the Hyatt Regency New Orleans.

- The Staff of the Hyatt Regency New Orleans

Reservation Details

Online Confirmation:	32DSN7QP							
Date Booked:	28-Apr-2016							
Reservation Name:	Megan Parr							
Arrival Date:	08-Oct-2016							
Departure Date:	14-Oct-2016							
Room Type:	Queen/Queen							
Number of Rooms:	1							
Number of Guests:	2							
Night by Night Rate:	Date	Guest(s)	Status	Rate	<i>room tax</i>	<i>local tax</i>	<i>occupancy tax</i>	
	08-Oct-2016	2	Confirmed	229.00	29.77	4.01	43.0	
	09-Oct-2016	2	Confirmed	229.00	29.77	4.01	3	
	10-Oct-2016	2	Confirmed	229.00	29.77	4.01	3	
	11-Oct-2016	2	Confirmed	229.00	29.77	4.01	3	
	12-Oct-2016	2	Confirmed	229.00	29.77	4.01	3	
	13-Oct-2016	2	Confirmed	229.00	29.77	4.01	3	
					<u>\$1374</u>	<u>\$178.62</u>	<u>\$21.06</u>	<u>\$18</u>
	Additional Guest				Rate			
	Second Guest				0.00	Total = \$1,594.68		
Third Guest				0.00	1/3 = \$531.56			
Fourth Guest				0.00				
Fifth Guest				0.00				
Total Charge:	[REDACTED]							
Tax Disclosure:	Room Rates shown do not include \$3.00 Occupancy Tax Per Night and [REDACTED] (subject to change).							
Cancel Policy:	A nonrefundable deposit of one night room & tax is due at the time of booking.							



Daing



Psst



Bayous and Byways
2016 NAE4-HA National Conference
New Orleans, Louisiana
October 9-13, 2016

Tentative Schedule

(Last update: April 28, 2016)

Saturday, October 8, 2016

8 am - 5 pm Operations Center Open
8 am - 5 pm NAE4-HA National Board Meeting
8 am - 6 pm Pre-Conference Tours and Workshops
9:00 PM Host State Committee Meeting

Sunday, October 9, 2016

7 am - 5 pm Volunteer Headquarters
7 am - 5 pm Conference Registration & Welcome Center
8 am - 4 pm Pre-Conference Tours and Workshops
8 am - 5 pm Operations
8 am - 12 pm NAE4-HA Board Meeting
1 pm - 2 pm NAE4-HA Committee Leadership Team
- Member Recognition
- Member Services
- Policy and Resolutions
- Professional Development
- Programs
2 pm - 3:30 pm State Officers Leadership Workshop
3 pm - 4 pm First Timers Orientation
4 pm - 5 pm Committee Meetings
5:30 pm - 10 pm Opening Event
11:00 PM Host State Committee Meeting

Monday, October 10, 2016

7 am - 5 pm Operations
7 am - 5 pm Volunteer Headquarters
7:30 am - 5 pm Conference Registration and Welcome Center
8:00 am - 11:30 am Commercial Exhibit Set-Up
8:30 am - 11:15 am Conference Grand Opening Session
- Welcome and Entertainment
- Business Meeting
- Entertainment
- Keynote Speaker - Jeanne Robertson (<http://www.jeannerobertson.com>)
- Announcements
12:00 pm - 5:00 pm Commercial Exhibits Open
12:00 pm - 1:30 pm State & National Staff Luncheon
12:00 pm - 1:30 pm Lunch in the Exhibit Hall
1 pm - 5:00 pm State 4-H Program Leaders Workshop
1 pm - 1:30 pm Retirees & Family Welcome
1:00 - 3:00 pm Poster Showcase #1 (Staffed 1:00 pm to 2:00 pm)

<http://www.nae4ha.com/2016-national-conference>



Bayous and Byways

Tentative Schedule of Events, Page 2

1:30 - 3:00 pm	Seminars Session #1
3:00 - 5:00 pm	Poster Showcase #2 (Staffed 3:00 pm to 4:00 pm)
3:30 - 5:00 pm	Exhibit Showcase in Exhibit Hall
3:30 - 5:30 pm	Committee Meetings
6:00 pm	States' Night Out
9:00 PM	Host State Committee Meeting

Tuesday, October 11, 2016

7:00 am - 6:00 pm	Operations
7:00 am - 5:00 pm	Volunteer Headquarters
7:30 am - 8:30 am	Past Presidents Breakfast
8:00 am - 5:00 pm	Conference Registration and Welcome Center
8:00 am - 3:00 pm	State 4-H Program Leaders Workshop, continued from Monday
8:00 am - 5:00 pm	Commercial Exhibits Open
8:30 am - 10:30 am	Poster Showcase #3 (Staffed 9:30 am to 10:30 am)
8:30 am - 10:00 am	Seminars #2
10:00 am - 2:00 pm	Life Member New Orleans Tour and Lunch
10:30 am - 12:00 pm	Seminars #3
10:30 am - 12:30 pm	Poster Showcase #4 (Staffed 11:30 am to 12:30 pm)
12:00 pm - 1:30 pm	Lunch in the Exhibit Hall
12:00 pm - 1:30 pm	Global Citizenship Luncheon (by invitation only)
12:30 pm - 2:30 pm	Poster Showcase #5 (Staffed 12:30 pm to 1:30 pm)
1:00 pm - 5:00 pm	Life Member/Family Tours and Activities
1:30 pm - 3:00 pm	Seminars #4
2:30 pm - 4:30 pm	Poster Showcase #6 (Staffed 2:30 pm to 3:30 pm)
3:30 pm - 5:30 pm	General Session <ul style="list-style-type: none">- Opening- State of the 4-H Program- Entertainment- NAE4-HA Business Meeting
6:00 pm - 8:00 pm	Sports of the South in the New Orleans Super Dome
10:30 PM	Host State Committee Meeting

Wednesday, October 12, 2016

7:00 am - 6:00 pm	Operations
7:00 am - 5:00 pm	Volunteer Headquarters
8:00 am - 5:00 pm	Conference Registration
8:00 am - 12:00 pm	Commercial Exhibits Open
8:00 am - 9:00 am	Committee/Task Force Meetings
9:15 am - 11:30 am	Regional Brunch
12:00 pm - 1:30 pm	Seminars #5
2:00 pm - 5:00 pm	Seminars on Wheels
2:00 pm - 5:00 pm	Super Seminars
4:00 pm - 5:00 pm	Conference Debriefing w/ Future Conference Committees
5:30 PM	Dinner on your Own
11:00 PM	Host State Committee Meeting



Bayous and Byways

Tentative Schedule of Events, Page 3

Thursday, October 13, 2016

7:00 am - 5:00 pm

Operations

8:00 am - 5:00 pm

Conference Registration

8:30 am – 10:45 am

Closing Assembly

- Entertainment
- NAE4-HA Business Meeting
- Entertainment
- Cap Note Speaker
- Closing and Announcements

11:30 am – 2:30pm

NAE4-HA Transition Board Meeting

12:00 pm

Lunch on your own and Self Tours of New Orleans

1:00 pm - 3:00 pm

Awards Rehearsal

5:00 pm

Award Winners & Donor Reception

6:00 pm

Ballroom Doors Open

6:30 pm - 9:00 pm

NAE4-HA Awards Banquet

Training / Seminar Approval Form

Department Name: Extension/251

Seminar Name: NAE4-HA National Conference

Purpose: Job Training

Place: New Orleans, LA

Date: 10/08/16-10/14/16

Who Will Be Attending:
Kristen Clark, CEA-4H

This Training/ Seminar is necessary for the following reasons:

Required continuing education

Job training

Improve work performance

Required certification

Attach Registration Form and Complete the following information:

Amount of registration \$ 0

Date registration is due

Return check to department head

Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: Kristen Clark

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE

DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____