

AG-802 (06/10)

Texas A&M AgriLife  
Administrative Services – Disbursements/Travel



### TRAVEL REQUEST

☐ Texas A&M AgriLife  
☐ Research  
556 RESEARCH

☒ Texas A&M AgriLife Extension  
☒ Service  
555 EXTENSION

☐ TVMDL  
☐ 557 TVMDL

Dept/Unit/District: 9 Date: January 10, 2025 Request Number: \_\_\_\_\_

From: Monday, March 24, 2025 To: Friday, March 28, 2025  
Travel Dates (including travel time)

Destination: From: Angleton Texas To: Atlanta Georgia District: \_\_\_\_\_  
City State City State (AgriLife Extension)

Counties Visited (if applicable)\*: \_\_\_\_\_  
\* County required for out of state travel

Purpose of Travel: Tour the National Center for Food Preservation at the University of Georgia. Please see attached for details.

#### ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

#### MODE OF TRANSPORTATION:

☐ Private Auto  
☐ Official Auto  
☐ University Aircraft

☐ Accompanying Another Party\*  
☐ Accompanied by\* \_\_\_\_\_  
☒ Commercial Transportation (Includes Rental Car)

\*Explanation required for two or more employees attending the same or similar duties: \_\_\_\_\_

#### EXPENSE TO BE CHARGED TO:

Account Name: \_\_\_\_\_ Account No: \_\_\_\_\_  
Estimated Expenses: \$ \_\_\_\_\_ Project No/Support Account: \_\_\_\_\_

Name: Shana Kulac UIN: 902002668  
Required

Signature:  Title: County Extension Agent- Brazoria County (EC)

RECOMMENDED:   
Supervisor

APPROVED: \_\_\_\_\_  
Department Head/Resident Director

APPROVED:   
Director/Designee

[illegible]



**Agenda for Texas A&M Extension Professional Development Visit**  
**Dates: March 25-27, 2025**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>	<b>Room</b>
<b>03/25/2025</b>	9:00 – 9:30 am	Welcome, Introductions, and Networking		
	9:30 – 10:30 am	Overview of the National Center for Home Food Preservation and Current National Trends	FDST 100 Cedar St, 211, Athens, GA 30602	242
	10:30 – 10:45 am	Break		
	10:45 – 11:45 am	Recipe Development Overview and Equipment		
	11:45 am – 12:45 pm	Tour at Schwan's Lab	Dawson Hall	167
	12:45 – 2:00 pm	Lunch	Bolton Dining Hall	-
	2:00 – 4:00 pm	Bolton Dining Hall Tour with Focus on Food Safety	Bolton Dining Hall	-
	4:00 pm	Adjourn	-	-
<b>03/26/2025</b>	9:00 – 9:15 am	Welcome and Introductions	TBD	TBD
	9:15 – 10:15 am	Overview of the Dietetics, Online Masters and Doctorate Program	TBD	TBD
	10:15 – 10:30 am	Break	TBD	-
	10:30 – 11:00 am	Welcome from Extension Associate Dean	TBD	TBD
	11:00 am – 12:00 pm	Networking Sessions with FACS Extension Specialists and agents	TBD	TBD
	12:00 – 1:00 pm	Lunch	Georgia Center Bistro	-
	1:00 – 2:30 pm	Networking Sessions with FACS Extension Specialists and agents Cont.	TBD	TBD
	2:30 pm	Adjourn – potential tour at the Botanical Garden	-	-
<b>03/27/2025</b>	10:00 am – 12:00 pm	Overview and Facility Tour	Food Product Innovation Center, 405 Cowart St, Griffin, GA 30223	TBD
	12:00 pm	Adjourn	-	-



| Make a Room Reservation |

## CONFIRMATION

Your reservation is confirmed

You will receive an email with your reservation number shortly.

Confirmation Number\*

### You are booking:

Group booking

Texas A&M Agrilife Extension Se

Number of Rooms

1

Room Type

Select - Two Double Beds

Nights Stay

4

Arrival Date

Monday, March 24, 2025

Departure Date

Friday, March 28, 2025

Adults

1

Rate

Texas in progress (details)

Subtotal

\$640.00

Tax and Fees

\$51.20

Total

\$691.20

Guest Name

Texas A&M Agrilife

Address

21017 CR 171

City

ANGLETON

State/Province

TX

Zip/Postal Code

77515 US

E-mail Address

Phone

### Cancellations:

The Georgia Center cancellation policy requires you to cancel by 4 p.m. the day prior to your arrival. Failure to cancel by this time will result in a no-show fee equivalent to one night's room and tax.

### Guarantee:

All reservations must be guaranteed with a credit card where the expiration date is at least the departure date and has the ability to cover the cost of room and tax for 1 night.

### Smoking Policy:

The University of Georgia Center for Continuing Education & Hotel is a non-smoking facility.

### Room Taxes:

The Georgia Center is a state-operated facility. As such, we do not charge the local hotel/motel tax but charge state sales tax. To be exempt from the state sales tax, you must pay using a government check or government credit card and present the appropriate Georgia tax-exempt form.

### Parking:

Parking in the South Campus Parking deck, adjacent to the Georgia Center, is available to hotel guests for an additional per vehicle daily fee. All on-campus parking decks and lots are operated by the university's Parking Services Department. Parking charges are subject to change and rates are increased on game days and other special events.