

**HIDALGO COUNTY AUDITOR'S OFFICE**  
 County Administration Building 3rd Floor  
 2808 S. Business Highway 281  
 Edinburg, Texas 78539-6243  
 PHONE: (956) 318-2511  
 FAX: (956) 318-2577  
 WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

**MAILING ADDRESS:**  
 HIDALGO COUNTY AUDITOR'S OFFICE  
 P. O. BOX 689  
 EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE:** 02/22/2011

**TO:** Veronica Lopez

**DEPARTMENT:** (130) ELECTIONS

**FROM:** Peggy Young

**PHONE:** (956)-318-2511 ext 4621

**REFERENCE:** ALVAREZ, MELISSA Invoice #01/05-07/11

THE FOLLOWING DOCUMENT (S), i.e. Invoice #01/05-07/11 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF: Should have obtained approval from Budget prior to travel. Please attach the approved form to the final travel and return. If prior approval was not obtained for this employee, then you must submit as a claim to Commissioners Court for approval.
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTIONS(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM:  
 RE-CA-020  
 REVISED- 08/2010



**HIDALGO COUNTY DISTRICT JUDGES**

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C.    RODOLFO DELGADO JUDGE, 93RD D.C.    J. R. BOBBY FLORES JUDGE, 139TH D.C.    ROSE GUERRA REYNAL JUDGE, 206TH D.C.    JUAN R. PARTIDA JUDGE, 275TH D.C.    MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C.    NOE GONZALEZ JUDGE, 370TH D.C.    LETICIA LOPEZ JUDGE, 389TH D.C.    AIDA SALINAS FLORES JUDGE, 398TH D.C.



BLUE BAY INN & SUITES - SOUTH PADRE ISLAND

901 PADRE BLVD

south padre island 78597

website:southpadreinn.com

(956)761-4884 fax 956-761-4808

bluebay.innreservations@gmail.com

Printed: 16/06/11 - 4:55pm

MELISSA ALVAREZ

PHARR TX 78577

Room: 111 NOQ-STAND 2 QUEENS

Rate: 40.00 + Tax

Check-in: 01/06/11 4:55pm

Out: 01/07/11

Nights: 1

Guests: 2 0

CHARGES					PAYMENT				
Room	Phone	Misc.	Tax	Total	Credit	Cash	Bill	Total	Balance
40.00	0.00	0.00	5.80	45.80	45.80	0.00	0.00	45.80	0.00

AMOUNT TENDERED: \$45.80 Visa MC

TOTAL: \$45.80

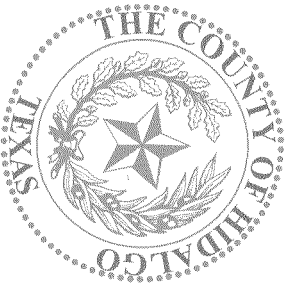
CHANGE: \$0.00

Out time: 11:00am

Check-in time: 3:00pm

Signature: \_\_\_\_\_





ELECTIONS DEPARTMENT  
County Of Hidalgo

MEMORANDUM

YVONNE RAMON  
ELECTIONS ADMINISTRATOR

To: Mr. Ray Eufrazio  
Hidalgo County Auditor

From: Yvonne Ramon  
Elections Administrator

Re: TAEA Winter Conference

Date: January 31, 2011

From January 5 thru January 7, 2011, Melissa Alvarez, Gloria Salazar and Amanda Valdez, employees from the Elections Department attended the Texas Association of Elections Administrator's Winter Conference at South Padre Island with me. Cameron and Hidalgo Counties hosted the conference, so employees from both departments helped host the conference. They performed various duties such as but not limited to preparing all registration packets, sorting and distributing name tags, handing out registration packets upon each counties' arrival, greeting TAEA members and guests, assisting and helping vendors set up, hosting and being Greeters on the 1<sup>st</sup> day of the conference, hosting the Luau Dinner on the closing day of conference and taking and counting admittance tickets to the dinner.

These three employees were invaluable in helping the conference be a success. Included is an email to and from Roger Ortiz, Cameron County Elections Administrator that shows the discussion of which employees were to attend the conference.

Please do not hesitate to contact me with any questions.

2011 FEB 18 PM 3 59

## Yvonne Ramon

---

**Subject:** FW: List

---

**From:** Yvonne Ramon [mailto:yvonne.ramon@co.hidalgo.tx.us]  
**Sent:** Wednesday, December 29, 2010 2:43 PM  
**To:** 'Roger Ortiz'  
**Subject:** RE: List

Roger,

The three persons going with me are:

Amanda Valdez

Melissa Alvarez

Gloria Salazar

I'll be going with them on Wednesday, so no problems in recognizing them. I told them that they will stay until the conference is over on Friday. Also, Amanda is already working on the Juan tickets. She said she already talked to you and that you decided to pass out tickets instead of writing the names.

Do you need anything else? Please don't hesitate to let me know what else you need us to do.

*Yvonne Ramon*  
*Elections Administrator*  
*Hidalgo County*  
*(956)318-2570*

---

**From:** Roger Ortiz [mailto:ROrtiz@co.cameron.tx.us]  
**Sent:** Wednesday, December 29, 2010 2:21 PM  
**To:** Yvonne Ramon  
**Subject:** RE: List

Yvonne,

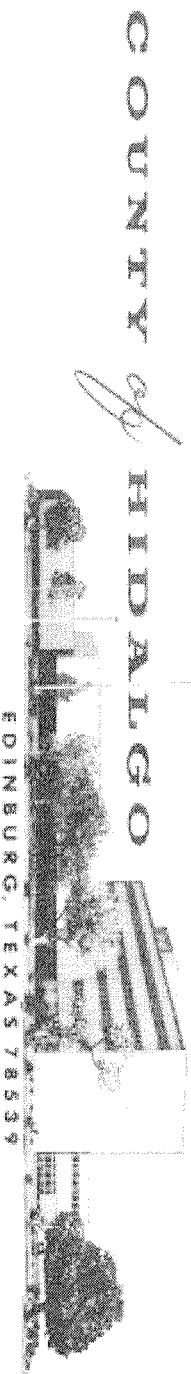
I will have a condo under my name at the hotel. I will be taking the conference materials to the room on Wednesday morning. The room can be used during the day and to stay Wednesday night, no problem. I can get them a key when they get there. Can I have their names? I need to recognize them for their help.

Thank you for the info.  
Roger

---

**From:** Yvonne Ramon [mailto:yvonne.ramon@co.hidalgo.tx.us]  
**Sent:** Wednesday, December 29, 2010 11:45 AM  
**To:** Roger Ortiz  
**Subject:** RE: List  
**Importance:** High

Roger, what did you decide about the room – I need to tell my staff so that they can decide if they can go or not....Yvonne



**HIDALGO COUNTY AUDITOR'S OFFICE**  
County Administration Building 3rd Floor  
2808 S. Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE:** 02/22/2011

**TO:** Veronica Lopez

**DEPARTMENT:** (130) ELECTIONS

**FROM:** Peggy Young

**PHONE:** (956)-318-2511 ext 4621

**REFERENCE:** VALDEZ, AMANDA Invoice #01/05-07/11

THE FOLLOWING DOCUMENT (S), i.e. Invoice #01/05-07/11 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF: Should have obtained approval from Budget prior to travel. Please attach the approved form to the final travel and return. If prior approval was not obtained for this employee, then you must submit as a claim to Commissioners Court for approval.
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM:

RE-CA-020  
REVISED: 08/2010



**HIDALGO COUNTY DISTRICT JUDGES**

RICHARD P. RODRIGUEZ, JR JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 99RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 205TH D.C.	JUAN R. PARTIDA JUDGE, 275TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C.	NOE GONZALEZ JUDGE, 379TH D.C.	LETICIA LOPEZ JUDGE, 389TH D.C.	ADA SALINAS FLORES JUDGE, 389TH D.C.
--	-------------------------------------	---	--	--------------------------------------	--	-----------------------------------	------------------------------------	---



**HIDALGO COUNTY, TEXAS**  
**OUT - OF - COUNTY**  
**FINAL TRAVEL EXPENSE CLAIM**

*WFB # 9581959*

EMPLOYEE NAME: AMANDA VALDEZ DEPARTMENT: ELECTIONS DEPARTMENT

TRAVEL TO CITY: SOUTH PADRE ISLAND STATE: TEXAS

DEPARTURE DATE: 1/5/2011 RETURN DATE: 1/7/2011

TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 7:00 PM

PURPOSE OF TRIP: \_\_\_\_\_

**I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:**

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR					TOTALS
	MONTH/DAY	MONTH/DAY	MONTH/DAY	MONTH/DAY	MONTH/DAY	
1/5	1/6	1/7	1/8	1/9	1/10	
TOTALS						

Gasoline for Car Rental \_\_\_\_\_

Personal Car Mileage \_\_\_\_\_

ODOMETER READINGS: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_

MILEAGE RATE: 0.50

NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.

Hotel (Excluding Meals)						
Parking / Tolls						
Taxi and Other Ground Transportation						
Telephone						
Registration Fees						
MEALS (based upon actual charges)						
Type of Travel (In State =1 / Out of State =2)	1					
With Receipts = 1 / Without Receipts = 2		2				
Breakfast (\$9 per diem)						
Lunch (\$12 per diem)						
Dinner (\$18 per diem)						
Total Actual Meal Expense						
Total Allowable Meal Expense per County Policy (County Employee)	39.00	39.00	39.00			117.00
Other (Please explain below):	<b>NOTE: HOTEL WILL REIMBURSE INDICATOR COUNTY \$450 FOR TAXES PAID.</b>					

Explanation Notes: \_\_\_\_\_

If Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (i.e. Airfare, Hotel accommodations, Car Rental, Registration)

Expense Type	Check No./ PO. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM	TOTAL ALLOWABLE EXPENDITURES	AMOUNTS ADVANCED TO EMPLOYEE ON:
				\$	117.00
TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE					
					\$
REMIT TO ME					
					\$
REMITTED TO COUNTY TREASURER ON					
					\$
TREASURER RECEIPT NO.					
					\$
Total					\$ 0.00

Thereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: *Amanda Valdez* DATE: 1/21/11

APPROVED BY: \_\_\_\_\_ DIVISION DIRECTOR/SUPERVISOR DATE: \_\_\_\_\_

APPROVED FOR PAYMENT BY: *Amanda Valdez* DEPARTMENT HEAD

GENERAL LEDGER ACCOUNT NUMBER \_\_\_\_\_

Note: This report is due no later than 20 calendar days of return from travel.

COUNTY AUDITOR'S FORM: T-1-A(01/10)

C O U N T Y o f H I D A L G O  
EDINBURG, TEXAS 78539



HIDALGO COUNTY AUDITOR'S OFFICE  
County Administration Building 3rd Floor  
2808 S. Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**TO:** Veronica Lopez  
**FROM:** Peggy Young *PY*  
**REFERENCE:** SALAZAR, GLORIA Invoice #01/05-07/11  
**DATE:** 02/22/2011  
**DEPARTMENT:** (130) ELECTIONS  
**PHONE:** (956)-318-2511 ext 4621

THE FOLLOWING DOCUMENT (S), i.e. Invoice #01/05-07/11 (S) ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF: Should have obtained approval from Budget prior to travel. Please attach the approved form to the final travel and return. If prior approval was not obtained for this employee, then you must submit as a claim to Commissioners Court for approval.
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM

RE-CA-020  
REVISED: 08/2010



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C.    RODOLFO DELGADO JUDGE, 99RD D.C.    J. R. BOBBY FLORES JUDGE, 139TH D.C.    ROSE GUERRA REYNA JUDGE, 205TH D.C.    JUAN R. PARTIDA JUDGE, 275TH D.C.    MARIO E. RAMIREZ, JR. JUDGE, 32ND D.C.    NOE GONZALEZ JUDGE, 370TH D.C.    LETICIA LOPEZ JUDGE, 389TH D.C.    AIDA SALINAS FLORES JUDGE, 398TH D.C.



# HIDALGO COUNTY, TEXAS

## OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME: GLORIA SALAZAR DEPARTMENT: ELECTIONS DEPARTMENT

TRAVEL TO CITY: SOUTH PADRE ISLAND STATE: TEXAS

DEPARTURE DATE: 1/5/2011 RETURN DATE: 1/7/2011

TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 7:00 PM

PURPOSE OF TRIP: \_\_\_\_\_

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR					TOTALS
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
Airfare / Bus / Train	1/5	1/6	1/7	1/8	1/10	
Car Rental						\$
Gasoline for Car Rental						
Personal Car Mileage						
ODOMETER READINGS:	Beginning Mileage:	Ending Mileage:	TOTAL MILEAGE:		(MILEAGE RATE)	
					0.50	

NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.

Hotel (Excluding Meals)					
Parking / Tolls					
Taxi and Other Ground Transportation					
Telephone					
Registration Fees					
MEALS (based upon actual charges)					
Type of Travel (In State =1 / Out of State =2)	1				
With Receipts = 1 / Without Receipts = 2	2	2	2		
Breakfast (\$9 per diem)					
Lunch (\$12 per diem)					
Dinner (\$18 per diem)					
Total Actual Meal Expense					
Total Allowable Meal Expense per County Policy (County Employee)	39.00	39.00	39.00		117.00
Other (Please explain below):	NOTE: HOTEL WILL REIMBURSE HIDALGO COUNTY STAYS FOR TRAVELERS PAID.				

Explanation Notes:  
 II. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee.  
 (i.e. Airfare, Hotel accommodations, Car Rental, Registration)

Payee Name	Expense Type	Check No./ P.O. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM
				TOTAL ALLOWABLE EXPENDITURES \$ 117.00
				AMOUNTS ADVANCED TO EMPLOYEE ON:
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE
				REMIT TO ME \$ 117.00
				REMITTED TO COUNTY TREASURER ON
Total			\$	TREASURER RECEIPT NO. \$ 0.00

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

EMPLOYEE SIGNATURE: *Gloria Salazar* DATE: 1/20/11 APPROVED BY: \_\_\_\_\_ DIVISION DIRECTOR/SUPERVISOR DATE: \_\_\_\_\_

APPROVED FOR PAYMENT BY: *Gloria Salazar* DEPARTMENT HEAD GENERAL LEDGER ACCOUNT NUMBER \_\_\_\_\_ DATE: \_\_\_\_\_

County Auditor's Form: T-1.4 (07/04)

Note: This report is due no later than 20 calendar days of return from travel.