



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: County Judge (110-006) Date: 3/2/2012

Position Title: Chief Administrator Position Slot No. : 2

Position Status:  Vacant  Current  
*If position status is vacant go to Justification for Auto Allowance Section*

Employee Name: Yolanda Chapa Employee Number: 183776

Employee Driver License No.: Tx #01811717

Auto Allowance Amount Request \$3,900.00

Auto Allowance to be funded from one of the following:

- Current Department Budget     Annual Budget Cycle     Will Require Additional Funds     Other

### VEHICLE INFORMATION

Year, Make, & Model: 2009 CAD CTS Ins. Policy Number: 0282-43-66-09

VIN Registration No. : 1G6DF577490134140 Policy Holder's Name: Yolanda Chapa

License Plate No. : MZP-314 Ins. Coverage Date: 1/13/12 - 7/13/12

\*Vehicle Insurance Provider: GEICO Ins. Verified By: Jaime Longoria

\*Employee should provide copy of current vehicle liability insurance policy and driver license to their respective department and to the Safety Division.

### JUSTIFICATION FOR AUTO ALLOWANCE

In the space provided below, please justify why the auto allowance is needed, in lieu of receiving the IRS current mileage reimbursement rate for In-County business use of personal vehicle.

Allowance needed for employee to attend meetings within the County on behalf of Judge Garcia. Estimated travel miles: 120-160 miles per week

Yolanda Chapa  
Employee Signature

3/2/12  
Date

By signing this Auto Allowance Authorization Form, I understand that I will not be eligible to receive mileage reimbursement for using my personal vehicle for In-County business travel. I further understand that the Auto Allowance provided to me is subject to all applicable federal and state income taxes and will be included in my bi-weekly or semi-monthly paycheck (as applicable). The Auto Allowance amount is subject to change, upon Commissioners Court approval.

Ramon Garcia  
Department Head/Elected Official

3/2/12  
Date

Funding Available in Dept. Budget  YES  NO



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: County Judges (110-006) Date: 2/28/2012

Position Title: Executive Assistant III Position Slot No. : 28

Position Status:  Vacant  Current  
*If position status is vacant go to Justification for Auto Allowance Section*

Employee Name: Richard Alvarez Employee Number: 184705

Employee Driver License No.: Tx #08224148

Auto Allowance Amount Request: \$4,000.00

Auto Allowance to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  Other

### VEHICLE INFORMATION

Year, Make, & Model: 2008 Ford F-150 Ins. Policy Number: 4141-07-66-48

VIN Registration No. : 1FTPW12V78KC71195 Policy Holder's Name: Richard Alvarez

License Plate No. : 05P-WG7 Ins. Coverage Date: 09-12-11 thru 03-12-12

\*Vehicle Insurance Provider: GEICO Ins. Verified By: YOLANDA CHAPA

\*Employee should provide copy of current vehicle liability insurance policy and driver license to their respective department and to the Safety Division.

### JUSTIFICATION FOR AUTO ALLOWANCE

In the space provided below, please justify why the auto allowance is needed, in lieu of receiving the IRS current mileage reimbursement rate for In-County business use of personal vehicle.

Allowance needed for employee to attend various meetings within the County on behalf of Judge Garcia. Estimated miles travel: 120-160 miles per week

[Signature]  
Employee Signature

2/28/12  
Date

*By signing this Auto Allowance Authorization Form, I understand that I will not be eligible to receive mileage reimbursement for using my personal vehicle for In-County business travel. I further understand that the Auto Allowance provided to me is subject to all applicable federal and state income taxes and will be included in my bi-weekly or semi-monthly paycheck (as applicable). The Auto Allowance amount is subject to change, upon Commissioners Court approval.*

[Signature]  
Department Head/Elected Official

2/29/12  
Date

Funding Available in Dept. Budget  YES  NO