



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	<u>Christina L. Perez</u>	EMPLOYEE I.D. NO.:	<u>188760</u>	EMPLOYEE TITLE:	<u>CEA-4-H & Youth Development</u>
DEPARTMENT:	<u>Hidalgo County Extension Service</u>	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	<u>No</u>		
DEPARTURE DATE:	<u>4/15/12</u>	RETURN DATE:	<u>4/19/12</u>		
TIME OF DEPARTURE:	<u>8:00 AM</u>	TIME OF RETURN:	<u>11:00 PM</u>		
TO CITY:	<u>College Station</u>	STATE:	<u>Texas</u>		
SEMINAR/CONFERENCE/MEETING:	START DATE: <u>4/16/2012</u>	END DATE: <u>4/19/2012</u>	ACTUAL NO. OF DAYS	<u>4</u>	
TITLE OF WORKSHOP/CONFERENCE:	<u>Program Excellence Academy</u>				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	<u>County Vehicle</u>	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	<u>Vehicle will be used</u>		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	<u>None</u>				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	<u>Yes</u>	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	<u>Vehicle will be used</u>		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	<u>to participate in professional organizations related to the employee or official's job assignment.</u>				

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)										
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total	
		15-Apr	16-Apr	17-Apr	18-Apr	19-Apr				
Breakfast	\$9.00	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-			\$0.00	
Lunch	\$12.00	\$12.00	\$-0-	\$12.00	\$12.00	\$-0-			\$36.00	
Dinner	\$18.00	\$18.00	\$-0-	\$18.00	\$18.00	\$18.00			\$72.00	
Total	\$39.00	\$30.00	\$0.00	\$30.00	\$30.00	\$18.00	\$0.00	\$0.00	\$108.00	
Meal per diems must be prorated for 1st day and last day of travel as follows:										
Departure:					Arrival:					
Before 8:00 a.m. (breakfast, lunch, & dinner)					\$ 39.00	Before 8:00 a.m. (breakfast)			\$ 9.00	
8:00 a.m. - 1:00 p.m. (lunch & dinner)					\$ 30.00	8:00 a.m. - 6:00 p.m. (breakfast & lunch)			\$ 21.00	
After 1:00 p.m. (dinner)					\$ 18.00	After 6:00 p.m. (breakfast, lunch, & dinner)			\$ 39.00	
II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):										
Expense type:					days @ \$	20.00	\$			-
III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ -										
(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.										
Mapquest										
IV. OTHER (Itemize)										
_____ \$										
_____ \$										

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME	VI. TOTAL TRAVEL
FOR THE AMOUNT OF THE TRAVEL ADVANCE: <u>REQ#00213713</u>	ADVANCE REQUESTED: \$ <u>108.00</u>
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: <u>2-1100-461-00-380-001-0-583</u>

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

 EMPLOYEE SIGNATURE	 DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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