



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: Texas A&M AgriLife Extension Svc.-Hidalgo Co. Date: 9/18/2012

Position Title: COORDINATOR I Position Slot No. : T001

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

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Driver License No.: \_\_\_\_\_

Auto Allowance Amount Request: \$4,000.00

Estimated Miles Traveled: 160 miles per week

Auto Allowance to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Required Additional Funds  Other

### VEHICLE INFORMATION

Year, Make, & Model: \_\_\_\_\_ Ins. Policy Number: \_\_\_\_\_

VIN Registration No. : \_\_\_\_\_ Policy Holder's Name: \_\_\_\_\_

License Plate No. : \_\_\_\_\_ Ins. Coverage Date: \_\_\_\_\_

\*Vehicle Insurance Provider: \_\_\_\_\_ Ins. Verified By: \_\_\_\_\_

\*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.

Will be traveling across Hidalgo County providing educational programs on Citrus Greening and to meet with owners of trailer parks and private homes concerning treatment options for Citrus Psyllid, the insect vector of Citrus Greening Disease.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**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.*

Barbara Horn 9/19/12

Department Head/Elected Official Date

Funding Available in Dept. Budget  YES  NO