



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Joaquin Garcia, EMPLOYEE I.D. NO.: 158321, EMPLOYEE TITLE: IT-Manager
DEPARTMENT: Elections, DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?: No
DEPARTURE DATE: 11/27/12, RETURN DATE: 11/30/12
TIME OF DEPARTURE: 8:00 A.M., TIME OF RETURN: 7:00 PM
TO CITY: Austin, STATE: Texas
SEMINAR/CONFERENCE/MEETING: START DATE: 11/28/2012, END DATE: 11/30/2012, ACTUAL NO. OF DAYS: 3
TITLE OF WORKSHOP/CONFERENCE: 24th Annual Election Law Seminar
METHOD OF TRAVEL: County Vehicle, IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL: Yes
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?: Isaac Longoria, Uriel Ramos and Adam Luna
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? Yes, IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?
PURPOSE/BENEFIT TO HIDALGO COUNTY: 24th Annual Election Law Seminar

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)
Table with columns: Meals will be prorated for partial days, Meal Rate, MONTH / DAY (27-Nov to 30-Nov), Total. Total amount: \$147.00

Meal per diems must be prorated for 1st day and last day of travel as follows:
Departure: Before 8:00 a.m. (breakfast, lunch, & dinner) \$ 39.00, 8:00 a.m. - 1:00 p.m. (lunch & dinner) \$ 30.00, After 1:00 p.m. (dinner) \$ 18.00
Arrival: Before 8:00 a.m. (breakfast) \$ 9.00, 8:00 a.m.- 6:00 p.m. (breakfast & lunch) \$ 21.00, 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 @ \$ 0.510 (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.

IV. OTHER (Itemize) \$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 147.00
FOR THE AMOUNT OF THE TRAVEL ADVANCE: 223833

VII. COMMENTS: VII. GENERAL LEDGER ACCOUNT NUMBER: 1-1100-414-00-130-001-0-583

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: [Signature] DEPARTMENT OFFICIAL'S NAME: Yvonne Ramon DEPARTMENT OFFICIAL'S APPROVAL (Signature): [Signature]

RECEIVED BY COUNTY AUDITOR 2012 SEP 27 PM 4:13



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Uriel Ramos	EMPLOYEE I.D. NO.:	185701	EMPLOYEE TITLE:	Elections Operation Specialist
DEPARTMENT:	Elections	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	11/27/12	RETURN DATE:	11/30/12		
TIME OF DEPARTURE:	8:00 A.M.	TIME OF RETURN:	7:00 PM		
TO CITY:	Austin	STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE: 11/28/2012	END DATE: 11/30/2012	ACTUAL NO. OF DAYS:	3	
TITLE OF WORKSHOP/CONFERENCE:	24th Annual Election Law Seminar				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Joaquín García, Isaac Longoria and Adam Luna				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?			
PURPOSE/BENEFIT TO HIDALGO COUNTY:	24th Annual Election Law Seminar				

### 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
		27-Nov	28-Nov	29-Nov	30-Nov				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$147.00</b>

**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)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 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 @ \$ 0.510 (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.*

**IV. OTHER (Itemize)**

\_\_\_\_\_ \$ .

\_\_\_\_\_ \$ .

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME** \_\_\_\_\_ **VI. TOTAL TRAVEL ADVANCE REQUESTED: \$** 147.00

FOR THE AMOUNT OF THE TRAVEL ADVANCE: 223878

**VII. COMMENTS:** \_\_\_\_\_ **VII. GENERAL LEDGER ACCOUNT NUMBER:** 1-1100-414-00-130-001-0-583

### 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.*

Uriel Ramos	Yvonne Ramon	Yvonne Ramon by AI
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

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COUNTY AUDITOR  
2012 SEP 27 PM 11:41  
Mapquest



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Isaac Longoria	EMPLOYEE I.D. NO.:	188395	EMPLOYEE TITLE:	GIS Operator Asst.
DEPARTMENT:	Elections	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	11/27/12	RETURN DATE:	11/30/12		
TIME OF DEPARTURE:	8:00 A.M.	TIME OF RETURN:	7:00 PM		
TO CITY:	Austin	STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE: 11/28/2012	END DATE: 11/30/2012	ACTUAL NO. OF DAYS:	3	
TITLE OF WORKSHOP/CONFERENCE:	24th Annual Election Law Seminar				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Joaquin Garcia, Uriel Ramos and Adam Luna				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?			
PURPOSE/BENEFIT TO HIDALGO COUNTY:	24th Annual Election Law Seminar				

### 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
		27-Nov	28-Nov	29-Nov	30-Nov				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$147.00</b>

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 @ \$ 0.510 (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.	

IV. OTHER (Itemize)	\$
	\$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE: 223876	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 147.00
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VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 1-1100-414-00-130-001-0-583
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### 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 <small>(Print Name)</small>	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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2012 SEP 27 PM 1:48  
COUNTY AUDITOR  
RECEIVED BY



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Adam Luna	EMPLOYEE I.D. NO.:	161454	EMPLOYEE TITLE:	VR Specialist
DEPARTMENT:	Elections	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	11/27/12	RETURN DATE:	11/30/12		
TIME OF DEPARTURE:	8:00 A.M.	TIME OF RETURN:	7:00 PM		
TO CITY:	Austin	STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE: 11/28/2012	END DATE: 11/30/2012	ACTUAL NO. OF DAYS:	3	
TITLE OF WORKSHOP/CONFERENCE:	24th Annual Election Law Seminar				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL:	Yes		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Joaquin Garcia, Isaac Longoria and Uriel Ramos				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?			
PURPOSE/BENEFIT TO HIDALGO COUNTY:	24th Annual Election Law Seminar				

### 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
		27-Nov	28-Nov	29-Nov	30-Nov				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 147.00</b>

**Meal per diems must be prorated for 1st day and last day of travel as follows:**

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\$ 30.00	\$ 21.00
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast,lunch,&dinner)
\$ 18.00	\$ 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 @ \$ 0.510 (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.

**IV. OTHER (Itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME** 223879 **VI. TOTAL TRAVEL ADVANCE REQUESTED:** \$ 147.00

**VII. COMMENTS:** \_\_\_\_\_ **VII. GENERAL LEDGER ACCOUNT NUMBER:** 1-1100-414-00-130-001-0-583

### C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

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 EMPLOYEE SIGNATURE	Yvonne Ramon DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	Yvonne Ramon by AJ DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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