



HIDALGO COUNTY, TEXAS

OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME :	Raul E. Sesin	DEPARTMENT:	Planning Dept.
TRAVEL TO CITY :	Fort Worth	STATE:	Texas
DEPARTURE DATE:	11/28/2012	RETURN DATE:	11/30/2012
TIME OF DEPARTURE:	6:00 AM	TIME OF RETURN:	10:30 PM

PURPOSE OF TRIP : Training to enhance our ability to continue to provide in-house design of various county Engineering Projects. Performing these services in-house provides a cost of savings to the County.

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

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2011
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	TOTALS
Airline / Bus / Train	\$ 345.60						\$ 345.60
Car Rental	59.40	59.40	59.40				178.20
Gasoline for Car Rental			8.31				8.31
Personal Car Mileage	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	
ODOMETER READINGS:						0.555	
<p>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.</p>							
Hotel (Excluding Meals)	102.35	102.35					204.70
Parking / Tolls							
Taxi and Other Ground Transportation							
Telephone							
Registration Fees							
MEALS (based upon actual charges)	NOTE: When traveling out of state trip and claiming actual meal expenses, receipts must be provided for all days of travel. If not reimbursement will be based on the \$39 per diem.						
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):							

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

Payee Name	Expense Type	Check No / PO. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM
				TOTAL ALLOWABLE EXPENDITURES \$ 853.81
				AMOUNTS ADVANCED TO EMPLOYEE ON: \$
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE
				REMIT TO ME \$ 853.81
				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: DATE: 12/6/12
 APPROVED BY: DIVISION DIRECTOR/SUPERVISOR DATE: 12/6/12

APPROVED FOR PAYMENT BY: DEPARTMENT HEAD

2-1100-419-10-210-001-0-583
GENERAL LEDGER ACCOUNT NUMBER

Requisition

Req # 00227245

PO #

Date: 12/05/12

Bill To: x
x

Vendor: 269735
SESIN, RAUL E., P.E.
C/O PLANNING DEPT.

Ship To: PLANNING DEPARTMENT
1304 S. 25th Street
EDINBURG TX 78539

Contact: Irma Castillo
956-318-2840

Contract No:

Special Instructions:
Req. 88

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Reimbursing Raul E. Sestin for Out of County Travel for trip to Fort Worth on 11/28/12 to 11/30/12. Training to enhance the ability for county to continue in providing in-house design of various county Engineering Projects. Performing these services in-house provides a cost of savings to the County. DO NOT DUPLICATE ORDER		
2.00	EACH	Hotel stay at Fairfield Inn & suites Marriott (97130)	102.35	204.70
3.00	DAY	Car Rental (97514)	59.40	178.20
1.00	EACH	Fuel for Rental Car (PC 40515)	8.31	8.31
1.00	EACH	Air Fare Round Trip to and from Fort Worth (PC 96288)	345.60	345.60
3.00	DAY	Meals for Out of County Trip from 11/28/12 to 11/30/12. Wednesday 11/28/12-Breakfast=\$9.00, Lunch \$12.00 and Dinner \$18.00; Thursday, 11/29/12=Breakfast \$9.00, Lunch \$12.00 and Dinner \$18.00; Friday 11/30/12= Breakfast \$9.00, Lunch \$12.00 and Dinner \$18.00. Total Meals \$117.00 (PC #96347)	39.00	117.00
		<u>Account No</u>	<u>Encumbrance</u>	
		2-1100-419-10-210-001-0-583	853.81	
			Freight	.00
			Total	853.81
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____