



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: 140/Tax Office Date: 3/4/2013

Position Title: ADMINISTRATIVE ASSISTANT III Position Slot No. : 41

Position Status: Vacant Current

If position status is vacant go to Justification for Auto Allowance Section

Employee Name: RITA REBECCA VARGAS Employee Number: 84255

Employee Driver License No.: _____

Auto Allowance Amount Request: \$1,500.00

Estimated Miles Traveled: 3000 YEARLY

Auto Allowance to be funded from one of the following:

Current Department Budget Annual Budget Cycle Required Additional Funds Other

VEHICLE INFORMATION

Year, Make, & Model: 2011 CHEVY TAHOE Ins. Policy Number: 21416111

VIN Registration No. : 1GNSCAE05BR139920 Policy Holder's Name: EMILIO VARGAS

License Plate No. : CH6 H962 Ins. Coverage Date: 12/19/2013- 06/18/2013

*Vehicle Insurance Provider: TX. FARM BUREAU INS. CO Ins. Verified By: NCHAVANA 3/4/13

*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.

This employee will be traveling to Human Resources, and to our sub-stations in Weslaco, Pharr, San Juan, Alamo, and Palmview, as needed to perform duties necessary to run this Office.

Rita R. Vargas
Employee Signature

3/4/13
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.

Paul Dillman
Department Head/Elected Official

3-4-13
Date

Funding Available in Dept. Budget YES NO