



HIDALGO COUNTY, TEXAS

Hermelinda

Auto Allowance Authorization Form

Department Name/Number: 140/MOTOR VEHICLE Date: 4/23/13

Position Title: DEPUTY CLERK III Position Slot No. : 21

Position Status: Vacant Current

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

Employee Name: HERMELINDA ESPARZA Employee Number: 23159

Employee Driver License No.: 09978555

Auto Allowance Amount Request: \$1,500.00

Estimated Miles Traveled: 3,000 yearly

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: 1999 MERCURY SABLE Ins. Policy Number: 142 1630-A15-53C

VIN Registration No. : 1MEFM50U4XA656090 Policy Holder's Name: RAMON ESPARZA

License Plate No. : GMC956 Ins. Coverage Date: 01/15/13 - 07/15/13

*Vehicle Insurance Provider: STATE FARM INSURANCE Ins. Verified By: I GARCIA 4/23/13

*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.

EMPLOYEE IN SLOT 21 WILL BE TRAVELING MORE THEN EMPLOYEE IN SLOT 19 DUE TO RECENT RE-ASSIGNMENT OF SUB-STATION

[Signature]
Employee Signature

4/24/13
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.

[Signature]
Department Head/Elected Official

4/23/13
Date

Funding Available in Dept. Budget YES NO



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Alicia

Department Name/Number: 140/MOTOR VEHICLE Date: 4/23/13

Position Title: DEPUTY CLERK III Position Slot No. : 19

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

Employee Name: ALICIA RUIZ Employee Number: 005045

Employee Driver License No.: 07964760

Auto Allowance Amount Request: \$900.00

Estimated Miles Traveled: 1800 YEARLY

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: 2005 CHEV TRAILBLAZER Ins. Policy Number: 157 0310-F15-53E

VIN Registration No. : 1GNDT13S152350137 Policy Holder's Name: ALICIA M RUIZ

License Plate No. : BBW0288 Ins. Coverage Date: 12/15/12 - 06/15/13

*Vehicle Insurance Provider: STATE FARM INSURANCE Ins. Verified By: T GARCIA 4/23/13

*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.

EMPLOYEE IN SLOT 19 WILL NO LONGER BE TRAVELING AS MUCH AS EMPLOYEE IN SLOT 21 DUE TO RECENT RE-ASSIGNMENT OF SUB-STATION

Alicia Ruiz
Employee Signature

April 23, 2013
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.

[Signature]
Department Head/Elected Official

4/23/13
Date

Funding Available in Dept. Budget YES NO