



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: 140 Date: June 27, 2013

Position Title: Adm. Asst. III Position Slot No. : 128

Position Status: Vacant Current

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

Employee Name: Maria Garcia Employee Number: 096202

Employee Driver License No.: TX. 12286764

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: 2013 4-Runner Ins. Policy Number: 42AU00080933

VIN Registration No. : JTEZU5JR1D5050982 Policy Holder's Name: Joe Jackson & Maria Garcia

License Plate No. : BMZ-2192 Ins. Coverage Date: 06/11/2012 - 12/11/2013

*Vehicle Insurance Provider: Statewide Ins. Ins. Verified By: Neida Chavana 6/27/2013

*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 will be traveling to our sub-stations delivering supplies, forms, etc.
No Budget Impact.

Maria Garcia
Employee Signature

6/27/2013
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.

Paul William
Department Head/Elected Official

6-27-2013
Date

Funding Available in Dept. Budget YES NO