



HIDALGO COUNTY, TEXAS OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME: Rosa E. Trevino DEPARTMENT: J.P. Pct. 2 Pl. 2
 TRAVEL TO CITY: San Antonio STATE: Texas
 DEPARTURE DATE: 3/23/2014 RETURN DATE: 3/26/2014
 TIME OF DEPARTURE: 10:00 AM TIME OF RETURN: 5:00 PM

PURPOSE OF TRIP: Mandatory 20 Hour Seminar for Justice of the Peace

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

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						TOTALS
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	3/23	3/24	3/25	3/26	3/27	3/28	
Airline / Bus / Train							\$
Car Rental							
Gasoline for Car Rental							
Personal Car Mileage							
ODOMETER READINGS:	Beginning Mileage:	39,857	Ending Mileage:	40,354	TOTAL MILEAGE:	497	(MILEAGE RATE) 0.560
<small>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.</small>							
Hotel (Excluding Meals)	63.63	63.63	63.63				190.89
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	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)	30.00	39.00	39.00	21.00			129.00
Other (Please explain below):							

Explanation Notes:

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 \$ 598.21
				AMOUNTS ADVANCED TO EMPLOYEE ON:
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE
				REMIT TO ME \$ 598.21
				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: [Signature]

DATE: _____

APPROVED BY: _____

DIVISION DIRECTOR/SUPERVISOR

DATE

APPROVED FOR PAYMENT BY: _____

DEPARTMENT HEAD

4-1100-41-00-064-001

GENERAL LEDGER ACCOUNT NUMBER

TEXAS STATE UNIVERSITY
TEXAS JUSTICE COURT TRAINING CENTER

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETING:
BE IT KNOWN THAT

ROSA E. TREVINO

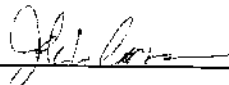
HAS SUCCESSFULLY COMPLETED THE
20 HOUR JUSTICE OF THE PEACE SEMINAR

March 23, 2014 - March 26, 2014

AS PROVIDED BY RULES PROMULGATED BY THE
TEXAS COURT OF CRIMINAL APPEALS
2013 - 2014


Executive Director




Chairman, Justice of the Peace Education C

OMNI HOTELS[®]

OMNI SAN ANTONIO HOTEL
 9821 COLONNADE BLVD
 SAN ANTONIO TX 78230
 Tele- 210-691-8888 Fax- 210-691-1128

TREVINO, ROSA E.

Room Number: 701
 Daily Rate: 109
 Room Type: DQQ
 No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE CODE	MKT GROUP	ACCOUNT
03/23/14	03/26/14		GGOVT	GGOVT	14301326966

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
03/23/14	701	ROOM CHARGE	#701 TREVINO, ROSA E.	\$54.50
03/23/14	701	CITY TAX	CITY TAX	\$4.91
03/23/14	701	COUNTY TAX	COUNTY TAX	\$0.95
03/23/14	701	STATE OCCUPANCY TAX @ 6%	STATE OCCUPANCY TAX @ 6%	\$3.27
03/24/14	701	VALET PARKING	#14573	\$12.00
03/24/14	701	ROOM CHARGE	#701 TREVINO, ROSA E.	\$54.50
03/24/14	701	CITY TAX	CITY TAX	\$4.91
03/24/14	701	COUNTY TAX	COUNTY TAX	\$0.95
03/24/14	701	STATE OCCUPANCY TAX @ 6%	STATE OCCUPANCY TAX @ 6%	\$3.27
03/25/14	701	BOLO'S RESTAURANT	701/4125/10:07/BOLO'S RESTAURANT	\$20.40
03/25/14	701	BOLO'S RESTAURANT	701/4155/20:38/BOLO'S RESTAURANT	\$6.50
03/25/14	701	ROOM CHARGE	#701 TREVINO, ROSA E.	\$54.50
03/25/14	701	CITY TAX	CITY TAX	\$4.91
03/25/14	701	COUNTY TAX	COUNTY TAX	\$0.95
03/25/14	701	STATE OCCUPANCY TAX @ 6%	STATE OCCUPANCY TAX @ 6%	\$3.27
03/26/14	701	VISA	VISA	(\$229.79)

TOTAL DUE: \$0.00