



HIDALGO COUNTY, TEXAS

OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

PO Pass!

EMPLOYEE NAME: RENE A. GUERRA DEPARTMENT: DISTRICT ATTORNEY

TRAVEL TO CITY: AUSTIN/SAN ANTONIO STATE: TX

DEPARTURE DATE: 6/9/2014 RETURN DATE: 6/11/2014

TIME OF DEPARTURE: 6:00 AM TIME OF RETURN: 6:00 PM

PURPOSE OF TRIP: 2014 ANNUAL BPU CONFERENCE
 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	
Airline / Bus / Train							\$.
Car Rental							.
Gasoline for Car Rental							.
Personal Car Mileage							.
ODOMETER READINGS:	Beginning Mileage:	<u>163,905</u>	160,825	Ending Mileage:	<u>164,236</u>	160,856	TOTAL MILEAGE: <u>331</u> (MILEAGE RATE) 0.560
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.							170.80
Hotel (Excluding Meals)							.
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)	<u>1</u>						
With Receipts = 1 / Without Receipts = 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)							
Other (Please explain below):	MR. GUERRA TRAVELED TO AUSTIN, TEXAS TO ATTEND THE 2014 ANNUAL BPU CONFERENCE, ON HIS WAY BACK HE STOPPED IN SAN ANTONIO, TEXAS FOR THE HIDTA EXECUTIVE MEETING AND WILL NEED THE APPROPRIATE MILEAGE REIMBURSEMENT FROM THE HIDTA ACCOUNT						

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)				TOTAL FROM T-4 CONTINUATION FORM	
Payee Name	Expense Type	Check No./ PO. No.	Amount	TOTAL ALLOWABLE EXPENDITURES	\$ 185.36
				AMOUNTS ADVANCED TO EMPLOYEE ON:	
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE	
				REMIT TO ME	\$ 185.36
				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: [Signature] DIVISION DIRECTOR/SUPERVISOR: FOR RENE GUERRA DATE: 6/24/2014

APPROVED FOR PAYMENT BY: [Signature] DEPARTMENT HEAD: FOR RENE GUERRA 4-1252-412-00-270-012-0-583 GENERAL LEDGER ACCOUNT NUMBER

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2808 S. Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

For faster processing of payment
please submit invoice, back to me
with this page as the cover page.
Do not remove any pages attached.

MAILING ADDRESS:
HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 07/29/2014

TO: Clariza Ramos

DEPARTMENT: (080) CRIMINAL DISTRICT ATTORNEY

FROM: Connie Salazar

PHONE: (956)-318-2511 ext 4625

REFERENCE: GUERRA, RENE A. Invoice #06/09-11/14

THE FOLLOWING DOCUMENT (S), i.e. Invoice #06/09-11/14 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: Due to Exiting Elected Official Expenditure Policy; The policy requires Commissioners Court approval of expenditures that exceed 3) Any Travel expenditure that exceeds \$500.00 where the elected official is doing the traveling.

Need CC approval for the one way mileage of \$170.80 (return trip from Austin). The one way mileage of \$170.80 (departing to Austin) was already approved with Agenda Item #44613

COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010



HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TIJERINA JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 93RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 206TH D.C.	JUAN R. PARTIDA MARIO E. RAMIREZ, JR. JUDGE, 275TH D.C.	NOE GONZALEZ JUDGE, 332ND D.C.	LETICIA LOPEZ JUDGE, 370TH D.C. OVERSEER	AIDA SALINAS FLORES JUDGE, 389TH D.C.	JUDGE, 398TH D.C.
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