

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: 07/30/2014

TO: Sandra De Leon

DEPARTMENT: (110) COUNTY JUDGE

FROM: Connie Salazar

PHONE: (956)-318-2511 ext 4625

REFERENCE: VILLARREAL, ROBERTO J. Invoice #07/23-25/14

THE FOLLOWING DOCUMENT (S), i.e. Invoice #07/23-25/14 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:
- COMMENTS / RECOMMENDATION:

Per the travel policy, 5. Authorization for Out of State Travel b. The Dept of Budget and Management must approve all out of state travel.... c. The County is not obligated to pay for travel if prior approval from the Dept of Budget and Management is not obtained.

Commissioner Court approval needed.

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



HIDALGO COUNTY DISTRICT JUDGES

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



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

PO 712258

EMPLOYEE NAME:	Roberto Villarreal	DEPARTMENT:	County Judge
TRAVEL TO CITY:	Washington	STATE:	DC
DEPARTURE DATE:	7/23/2014	RETURN DATE:	7/25/2014
TIME OF DEPARTURE:	12:00 PM	TIME OF RETURN:	1:00 PM

PURPOSE OF TRIP: Meetings with Congressman Vela, Hinojosa, Leader Pelosi, and others on HUMANE Act, immigration situation in RGV.

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

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2014
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	7/23	7/24	7/25	7/26	7/27	7/28	TOTALS
Airline / Bus / Train			\$ 762.20				\$ 762.20
Car Rental							-
Gasoline for Car Rental							-
Personal Car Mileage	Beginning		Ending		TOTAL MILEAGE:	(MILEAGE RATE)	
ODOMETER READINGS:	Mileage:		Mileage:		-	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.							
Hotel (Excluding Meals)	248.58	248.58					497.16
Parking / Tolls			15.00				15.00
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)	2						
With Receipts = 1 / Without Receipts = 2	2	2	2				
Breakfast (\$9 per diem)		9.00	9.00				
Lunch (\$12 per diem)	12.00	12.00	12.00				
Dinner (\$18 per diem)	18.00	18.00					
Total Actual Meal Expense	30.00	39.00	21.00				
Total Allowable Meal Expense per County Policy (County Employee)	30.00	39.00	21.00				90.00
Other (Please explain below):	25.00		25.00				50.00

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	\$ 1,414.36
Hyatt Regency Washington	hotel	712254 County Credit Card	\$ 497.16	AMOUNTS ADVANCED TO EMPLOYEE ON:	
United Airlines	Flight	712174 County Credit Card	\$ 762.20	TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE	1,259.36
				REMIT TO ME	\$ 155.00
				REMITTED TO COUNTY TREASURER ON	
Total			\$ 1,259.36	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: *Roberto Villarreal* DATE: *7/28/14*
 APPROVED BY: *Yolanda Chapa* DIVISION DIRECTOR/SUPERVISOR DATE: *7/29/14*
 APPROVED FOR PAYMENT BY: *Y Chapa* DEPARTMENT HEAD
 RECEIVED BY: *Y Chapa* GENERAL LEDGER ACCOUNT NUMBER: 4-1100-413-00-110-006-0-583