

# Requisition

Req # 00267317

PO #

Date: 11/21/14

Bill To:   x  
              x

Vendor :   422495  
          MATA, ESTEBAN  
          C/O PCT 1

Ship To:   HIDALGO CO. PCT 1  
            1902 Joe Stephens Ave  
            WESLACO TX 78596

Contact:   KATIA / DAVID

Contract No:

Special Instructions:

S236

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	REINBURSTMENT FOR ESTEBAN MATA FOR MEALS, MILEAGE, HOTEL AND REGISTRATION. ESTEBAN MATA ATTENDED CONFERENCE ON 5/18/14 THRU 5/20/14 IN SAN ANTONIO, TEXAS. DO NOT DUPLICATE ORDER		
		MEALS	108.00	108.00
		BREAKFAST 2 DAYS X \$ 9.00 = 18.00		
		LUNCH 3 DAYS X \$12.00 = 36.00		
		DINNER 3 DAYS X \$18.00 = 54.00		
		TOTAL = \$108.00		
2.00	EACH	HOTEL STAY	130.18	260.36
495.00	EACH	MILEAGE	.56	277.20
1.00	EACH	REGISTRATION FEE	100.00	100.00
		<u>Account No</u>	<u>Encumbrance</u>	
		4-1100-432-00-121-001-0-583	645.56	
		4-1100-432-00-121-001-0-584	100.00	
			Freight	.00
			Total	745.56
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: \_\_\_\_\_

# A.C. CUELLAR JR.

COMMISSIONER PRECINCT 1

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HIDALGO COUNTY PCT. 1  
1902 JOE STEPHENS STE. 101  
WESLACO, TEXAS 78599

PH:956.968.8733  
FAX:956.969.1417

To: Ray Eufrazio, County Auditor  
c/o Consuelo Salazar & Arcy Duran

Martha Salazar, Purchasing Agent  
c/o Rudy Salinas & Darlene Betancourt

From: Mari Gutierrez, Administrative Assistant



Date: December 30, 2014

Re: Req. # 267317

Esteban Mata was authorized to attend the TEEX-Work Zone Traffic Control Seminar held in San Antonio. Due to the late notification of the seminar, we were unable to submit proper travel forms, and requisitions.

The final travel forms, class certificate and receipts have been submitted to the auditor's office and are waiting on Purchasing's approval of Req. # 267317. We are now asking that he be reimburse for the travel.

If you have any questions, please contact our office at 956-968-8733 or X1002.



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

EMPLOYEE NAME: Esteban Mata DEPARTMENT: Commissioner Pct. 1  
 TRAVEL TO CITY: San Antonio STATE: Texas  
 DEPARTURE DATE: 5/18/2014 RETURN DATE: 5/20/2014  
 TIME OF DEPARTURE: 8:00 AM TIME OF RETURN: 6:00 PM

PURPOSE OF TRIP: Continuing Education

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

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						TOTALS
	5/18	5/19	5/20	5/21	5/22	5/23	
Airline / Bus / Train							\$ -
Car Rental							
Gasoline for Car Rental							
Personal Car Mileage							
ODOMETER READINGS:	Beginning Mileage:	6,381	Ending Mileage:	6,876	TOTAL MILEAGE:	(MILEAGE RATE)	
					495	0.560	277.20
<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)	130.18	130.18					260.36
Parking / Tolls							
Taxi and Other Ground Transportation							
Telephone							
Registration Fees	100.00						100.00
<b>MEALS (based upon actual charges)</b>							
Type of Travel (In State =1 / Out of State =2)	1	<small>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.</small>					
With Receipts = 1 / Without Receipts = 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				108.00
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 \$ 745.56
				AMOUNTS ADVANCED TO EMPLOYEE ON:
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE
				REMIT TO ME \$ 745.56
				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 \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DIVISION DIRECTOR/SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED FOR PAYMENT BY: \_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_

4-1200-431-00-121-004-0-583  
 GENERAL LEDGER ACCOUNT NUMBER

COUNTY AUDITOR'S FORM: T.1.4 (01/14)

Note: This report is due no later than 20 calendar days of return from travel.



LA QUINTA INN SAN ANTONIO BROOKS CITY BASE  
 3180 GOLIAD ROAD  
 SAN ANTONIO, TX 78223  
 210-337-7171

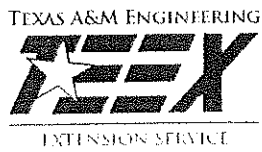
MATA, ESTEBAN  
 1110 W 5TH ST  
 WESLACO, TX 785965718  
 Company: LQ

Folio#: 6032121707  
 Room: 321  
 Arrival: 05/18/14  
 Departure: 05/20/14  
 Returns Club No : P60710669  
 Voucher/Ship/PO:

Trans #	Date	Description	Charges	Payments	Balance
589645	5/18/2014	Rm: 321 BAR - Best Available Rate	\$104.00	\$0.00	\$104.00
589646	5/18/2014	TAX - OCCUPANCY - CITY	\$11.18	\$0.00	\$115.18
589647	5/18/2014	TAX - OCCUPANCY - STATE	\$6.24	\$0.00	\$121.42
589875	5/19/2014	Rm: 321 BAR - Best Available Rate	\$119.00	\$0.00	\$240.42
589876	5/19/2014	TAX - OCCUPANCY - CITY	\$12.80	\$0.00	\$253.22
589877	5/19/2014	TAX - OCCUPANCY - STATE	\$7.14	\$0.00	\$260.36
589956	5/20/2014	CC PMT - VISA ... 2816	\$0.00	\$260.36	\$0.00
				<b>Balance:</b>	<b>\$0.00</b>

Signature:

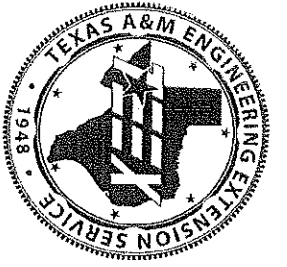
THANK YOU  
 WE APPRECIATE YOUR BUSINESS



Esteban  
Mata

HWS002-430

**STUDENT**



# TEXAS A&M ENGINEERING EXTENSION SERVICE

The Texas A&M University System

*Esteban D. Mata*

*has successfully completed*

Work Zone Traffic Control - Open Enrollment



16 Hours

May 19 - 20, 2014

Continuing Education Units Earned 1.60

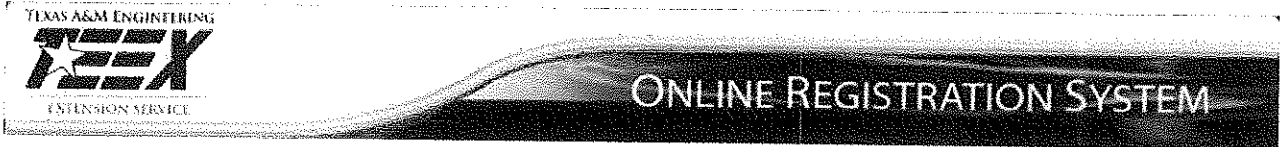
Gary F. Sera, Director  
Texas A&M Engineering Extension Service

EU HWS002 430

TEEX ID 232950

Ron Peddy, Division Director  
Infrastructure Training and Safety Institute

State Board for Educator Certification #5007132



**Confirmation**

Print  Close

Registered Courses

**Class ID:** EU - HWS002 - 430  
**Start/End Date Time:** 05/19/2014 - 05/20/2014 08:00 am  
**Location:** TAMU - San Antonio [Directions To Class](#)  
 2601 Louis Bauer Dr.  
 San Antonio, TX 78235

Registration

<b>Esteban D Mata</b> (TEEX ID: 232050)	<b>Quantity</b>	<b>Price</b>
Work Zone Traffic Control - Open Enrollment ( ID: EU - HWS002 - 430 )	1	\$100.00
<b>Participant 1 Totals:</b>		<b>\$100.00</b>

Payment Summary

**Total Price:** \$100.00  
**Trace Number:** NOS96376  
**Receipt Number:** 204852-01  
**Payment Received On:** 05/12/2014 15:33:13

Please contact the Infrastructure Training and Safety Institute (ITSI) at 800-SAFE811, 979-458-9188 or email [itsi@teex.tamu.edu](mailto:itsi@teex.tamu.edu) for information.

For technical help, please contact us at 877-833-9638 or email us at [websupport@teex.tamu.edu](mailto:websupport@teex.tamu.edu)

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