



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: District Attorney's Office - 080 Date: 01/27/2015

Position Title: Assistant District Attorney III Position Slot No. : 110

Position Status:  Vacant  Current  
*If position status is vacant go to Justification for Auto Allowance Sector.*

Employee Name: Michael Lee Garza Employee Number: 189286

Employee Driver License No.: XXXX8282

Auto Allowance Amount Request: \$900.00

Auto Allowance to be funded from one of the following:

- Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds   
  Other

### VEHICLE INFORMATION

Year, Make, & Model: \_\_\_\_\_ Ins. Policy Number: \_\_\_\_\_

VIN Registration No. : \_\_\_\_\_ Policy Holder's Name: \_\_\_\_\_

License Plate No. : \_\_\_\_\_ Ins. Coverage Date: \_\_\_\_\_

\*Vehicle Insurance Provider: \_\_\_\_\_ Ins. Verified By: \_\_\_\_\_

\*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

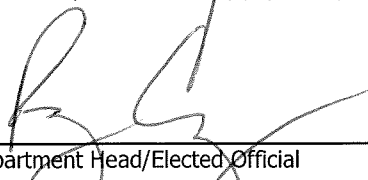
In the space provided below, please justify why the auto allowance is needed, in lieu of receiving the IRS current mileage reimbursement rate for In-County business use of personal vehicle.

Assistant District Attorneys are provided with auto allowance so when they are working on a criminal case they can go to police departments and meet with case officers, meet with victims at their residence, visit crime scene, visit with pathologies or doctors involved with the case, meet with witnesses, and other outside the office trips.

  
Employee Signature

1-28-15  
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.*

  
Department Head/Elected Official

1/28/2015  
Date

Funding Available in Dept. Budget  YES  NO

Ricardo Rodriguez, Jr.  
Criminal District Attorney



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: District Attorney's Office - 080 Date: 01/27/2015

Position Title: Assistant District Attorney III Position Slot No. : 109

Position Status:  Vacant  Current  
*If position status is vacant go to Justification for Auto Allowance Section.*

Employee Name: Ashly Reeve Employee Number: 189294

Employee Driver License No.: XXXX5092

Auto Allowance Amount Request: \$900.00

Auto Allowance to be funded from one of the following:

- Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds   
  Other

### VEHICLE INFORMATION

Year, Make, & Model: \_\_\_\_\_ Ins. Policy Number: \_\_\_\_\_

VIN Registration No. : \_\_\_\_\_ Policy Holder's Name: \_\_\_\_\_

License Plate No. : \_\_\_\_\_ Ins. Coverage Date: \_\_\_\_\_

\*Vehicle Insurance Provider: \_\_\_\_\_ Ins. Verified By: \_\_\_\_\_

\*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.

Assistant District Attorneys are provided with auto allowance so when they are working on a criminal case they can go to police departments and meet with case officers, meet with victims at their residence, visit crime scene, visit with pathologist or doctors involved with the case, meet with witnesses, and other outside the office trips.

Ashly Reeve  
Employee Signature

1/28/15  
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.*

Ricardo Rodriguez, Jr.  
Department Head/Elected Official  
Ricardo Rodriguez, Jr.  
Criminal District Attorney

1/28/2015  
Date

Funding Available in Dept. Budget  YES  NO



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: District Attorney's Office - 080 Date: 01/27/2015

Position Title: Assistant District Attorney II Position Slot No. : 006 & 007

Position Status:  Vacant  Current

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

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Driver License No.: \_\_\_\_\_

Auto Allowance Amount Request: \$900.00 each slot

Auto Allowance to be funded from one of the following:

- Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  Other

### VEHICLE INFORMATION

Year, Make, & Model: \_\_\_\_\_ Ins. Policy Number: \_\_\_\_\_

VIN Registration No. : \_\_\_\_\_ Policy Holder's Name: \_\_\_\_\_

License Plate No. : \_\_\_\_\_ Ins. Coverage Date: \_\_\_\_\_

\*Vehicle Insurance Provider: \_\_\_\_\_ Ins. Verified By: \_\_\_\_\_

\*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.

Assistant District Attorneys are provided with auto allowance so when they are working on a criminal case they can go to police departments and meet with case officers, meet with victims at their residence, visit crime scene, visit with pathologist or doctors involved with the case, meet with witnesses, and other outside the office trips.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**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.*

\_\_\_\_\_  
Department Head/Elected Official  
Ricardo Rodriguez, Jr.  
Criminal District Attorney

1/28/2015  
Date

Funding Available in Dept. Budget  YES  NO