



HIDALGO COUNTY, TEXAS

OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME: DALE R. BOOTH DEPARTMENT: District Attorney
 TRAVEL TO CITY: JUNCTION STATE: TX
 DEPARTURE DATE: 1/13/2015 RETURN DATE: 1/15/2015
 TIME OF DEPARTURE: 8:00 AM TIME OF RETURN: 8:00 PM

PURPOSE OF TRIP: TO MAKE COURT PREPARATIONS AND APPEARANCES ON BEHALF OF KIMBLE COUNTY DA'S OFFICE

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

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR 2015						TOTALS
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
Airline / Bus / Train	1/13	1/14	1/15	1/16	1/17	1/18	\$ -
Car Rental							-
Gasoline for Car Rental							-
Personal Car Mileage							-
ODOMETER READINGS:	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	-
						0.565	-
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)							-
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				
Breakfast (\$9 per diem)	9.00	9.00	9.00				
Lunch (\$12 per diem)	12.00	12.00	12.00				
Dinner (\$18 per diem)	18.00	18.00	18.00				
Total Actual Meal Expense	39.00	39.00	39.00				
Total Allowable Meal Expense per County Policy (County Employee)	30.00	39.00	39.00				108.00
Other (Please explain below):	MR. BOOTH TRAVELED TO JUNCTION, TEXAS TO PREPARE FOR TRIAL ON BEHALF ON JUNCTION, TEXAS.						

Explanation Notes:				TOTAL FROM T-4 CONTINUATION FORM	
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 ALLOWABLE EXPENDITURES	\$ 108.00
				AMOUNTS ADVANCED TO EMPLOYEE ON:	
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE	
				REMIT TO ME	\$ 108.00
				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.

D. Randolph Booth
 EMPLOYEE SIGNATURE

1-22-15
 DATE

 APPROVED BY: Rocinda Cantu
 DIVISION DIRECTOR/SUPERVISOR

01/23/15
 DATE

APPROVED FOR PAYMENT BY: Rocinda Cantu DEPARTMENT HEAD
 GENERAL LEDGER ACCOUNT NUMBER: 5-1281-412-00-080-012-5-583