



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: 080-013 Date: 5/10/16

Position Title: Attorney IV Position Slot No. : 013-009

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

Estimated Miles Traveled: _____

Auto Allowance to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Required 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.

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.

David Campi
Department Head/Elected Official

05/10/16
Date

Funding Available in Dept. Budget YES NO



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: 080-013 Date: 5/10/16

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Position Status: Vacant Current

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Employee Name: _____ Employee Number: _____

Employee Driver License No.: _____

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David C. Cantu
Department Head/Elected Official

05/10/16
Date

Funding Available in Dept. Budget YES NO



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: 080-007 Date: 5/10/16

Position Title: Assistant District Attorney IV Position Slot No. : 007-179

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

Estimated Miles Traveled: _____

Auto Allowance to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Required 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.

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Dominica Cantu

05/10/16

Department Head/Elected Official

Date

Funding Available in Dept. Budget YES NO