



**HIDALGO COUNTY, TEXAS  
OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST**

PCT # 959  
Reg # 398559  
P.O. #

**A. TRIP AND TRAVELER INFORMATION**

EMPLOYEE I.D. NO.: 149047 EMPLOYEE TITLE: COMMISSIONER  
 EMPLOYEE NAME: JOSEPH PALACIOS  
 DEPARTMENT: PCT #4 DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE? NO  
 DEPARTURE DATE: 9/24/18 RETURN DATE: 9/28/18  
 TIME OF DEPARTURE: 12:00 PM TIME OF RETURN: 11:00 AM  
 TO CITY: SAN ANTONIO STATE: TX  
 SEMINAR/CONFERENCE/MEETING: START DATE: 9/25/2018 END DATE: 9/28/2018 ACTUAL NO. OF DAYS 4  
 TITLE OF WORKSHOP/CONFERENCE: 2018 AMPO ANNUAL CONFERENCE  
 METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): PERSONAL VEHICLE IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL. YES  
 LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? JOSE LUIS CASO  
 DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? NO IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?  
 PURPOSE/BENEFIT TO HIDALGO COUNTY: ENHANCE PLANNING & POLICY DEVELOPMENT PROCESSES, SHARE INFORMATION ON WORK-IN PROGRESS ENHANCEMENTS TO USE INTERFACE, VISUALIZATION & NEW MODULES.

**B. ESTIMATED EXPENSES**

**I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)**

Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		24-Sep	25-Sep	26-Sep	27-Sep	28-Sep			
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00	\$9.00			\$36.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00			\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00			\$90.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$186.00</b>

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner) \$ 39.00	Before 8:00 a.m. (breakfast) \$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner) \$ 30.00	8:00 a.m. - 6:00 p.m. (breakfast & lunch) \$ 21.00
After 1:00 p.m. (dinner) \$ 18.00	After 6:00 p.m. (breakfast, lunch, & dinner) \$ 39.00

**II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):**

Expense type: \_\_\_\_\_ days @ \$ 20.00 \$ -

**III. PERSONAL VEHICLE MILEAGE** 456 Miles @ \$ 0.545 (Current Rate) . . . \$ 248.52

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

**IV. OTHER (Itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:** \_\_\_\_\_

**VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 434.52**

**VII. COMMENTS:** \_\_\_\_\_ **VII. GENERAL LEDGER ACCOUNT NUMBER:** 8-1200-431-00-124-005-0-583

**C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS**

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

JOSEPH PALACIOS	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S APPROVAL (Signature)
DEPARTMENT OFFICIAL'S NAME (Print Name)	

YOUR TRIP TO:

420 W Market St

3 HR 30 MIN | 228 MI












*x2 = 456 mi*



Est. fuel cost: \$16.90



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

-  1. Start out going south on N Doolittle Rd toward E Richardson Rd.  
 ..... Then 0.21 miles ..... 0.21 total miles
-  2. Turn right onto E Richardson Rd.  
 ..... Then 1.01 miles ..... 1.22 total miles
-  3. Turn right onto N Expressway 281.  
*N Expressway 281 is 0.5 miles past N M Rd.*  
*If you are on E Schunior St and reach N 21st Ave you've gone about 0.3 miles too far.*  
 ..... Then 0.05 miles ..... 1.27 total miles
-  4. Merge onto US-281 N via the ramp on the left.  
 ..... Then 156.39 miles ..... 157.66 total miles
-  5. Merge onto I-37 N.  
 ..... Then 68.92 miles ..... 226.58 total miles
-  6. Take EXIT 141 toward Downtown/Commerce St/The Alamo.  
 ..... Then 0.27 miles ..... 226.85 total miles
-  7. Merge onto I 37 Access Rd.  
 ..... Then 0.06 miles ..... 226.91 total miles
-  8. Turn left onto E Commerce St.  
*If you reach I-37 N you've gone about 0.2 miles too far.*  
 ..... Then 0.71 miles ..... 227.62 total miles
-  9. Turn left onto S Saint Marys St.  
*S Saint Marys St is 0.1 miles past Navarro St.*  
*If you reach Soledad St you've gone a little too far.*  
 ..... Then 0.04 miles ..... 227.66 total miles
-  10. Take the 1st left onto W Market St.  
*If you reach Villita St you've gone a little too far.*  
 ..... Then 0.06 miles ..... 227.72 total miles
-  11. 420 W Market St, San Antonio, TX 78205-2920, 420 W MARKET ST is on the right.  
*If you reach Navarro St you've gone a little too far.*

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

