

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

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Supersedes:	09/23/2014
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credit card must be made by the Purchasing Department unless the Department has been authorized by Commissioners Court to have custody of a travel credit card. The Department's travel credit card may not be used to make reservations at rates higher than allowed by the Travel Policy. Expenditures made with the travel credit card must be in compliance with the Travel Policy.

- c. Personal Credit Cards and/or Cash - If registration fees, lodging, or airfare is not prepaid, the County will reimburse the employee for travel expenses incurred in accordance with the Travel Policy upon completion and submittal of **Form T.1.4 "Final Travel Expense Claim"**. The County will not reimburse interest, over the credit limit charges, or late charges incurred on the employee's personal credit card.
- d. Travel Advance - The employee may obtain a travel advance subject to certain restrictions (see Section 4.20).

9. COORDINATION OF TRAVEL

- a. "Coordination of travel" in this Section means employees traveling together in a personally owned vehicle, County vehicle, or rental vehicle.
- b. Except as provided by section (d) below, coordination of travel is required when four or fewer employees employed by the same Department travel on the same dates with the same itinerary to conduct the same official County business. If more than four employees employed by the same Department travel on the same dates with the same itinerary to conduct the same official County business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees.
- c. When coordination of travel is required, only the driver of the personal vehicle or rental vehicle will be reimbursed for mileage or fuel charges, respectively. Mileage incurred by an employee to meet at a designated location or to pick up other employees may be reimbursed if reasonable and documented (see Section 4.12).
- d. Exception to coordination of travel: Coordination of travel is not required by Hidalgo County Officials. It is also not required if prior to the trip, the County Official determines that coordination of travel is not feasible. That determination must be based only on factors relating to official County business. Determinations should be made on a trip-by-trip basis and must be provided in a written memo to the County Auditor's Office - Accounts Payable Section. If the County Auditor's Office determines that the rationale for the determination was not

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related to official County business, only one of the employees will be reimbursed.

10. AIR TRAVEL

- a. When the most efficient travel is by air, reimbursement will be limited to coach fare. Refundable fares should be considered if the possibility of a trip cancellation exists. Airline tickets should be reserved in advance, when possible, in order to obtain the most reasonable rates. The use of a travel agency to book air travel reservations is discouraged.
- b. Package fares (Friends Fly Free, etc.) are encouraged when two or more employees are traveling to and from the same location and overall cost can be reduced.
- d. The employee must personally pay for the cost of the package fare (Friends Fly Free, etc.) if the employee is flying with family or friends. The employee will only be reimbursed for one half of the price of the coach fare upon completion and submittal of **Form T.1.4 "Final Travel Expense Claim"** and evidence of the price of the coach fare.
- e. Baggage charges for up to two checked bags are reimbursable. Baggage charges in excess of the second checked bag will not be reimbursed unless the fees are incurred for checking County-owned equipment. Baggage excess weight and size fees will not be reimbursed. A written memo must be addressed to the County Auditor's Office - Accounts Payable Section describing the County-owned equipment and the reason(s) for the equipment.
- f. Charges for changes made to flight reservations will not be reimbursed unless the change is necessary due to official County business, a natural disaster, other natural occurrence, illness, or personal emergency. A written memo must be addressed to the County Auditor's Office - Accounts Payable Section stating the reason(s) for the change to the flight schedule. If the County Auditor's Office determines that the rationale for the change was not related to official County business, a natural disaster, or other natural occurrence, illness, or personal emergency, the employee will not be reimbursed for the charges.
- g. An original receipt for baggage fees must be submitted as supporting documentation for the reimbursement. In addition, an original passenger receipt issued by the airline company or an original itinerary issued by the airline company or travel agency must be submitted as supporting documentation for reimbursement. The original receipt or itinerary must include the name of the employee and airline, the ticket



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

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT: DISTRICT ATTORNEY'S OFFICE  
 TRAVEL TO CITY: GALVESTON STATE: TEXAS  
 DEPARTURE DATE: 9/18/2018 RETURN DATE: 9/21/2018  
 TIME OF DEPARTURE: 10:00 AM TIME OF RETURN: 8:30 pm  
 PURPOSE OF TRIP: TDCAA- ANNUAL CRIMINAL & CIVIL LAW UPDATE  
 I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2018
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	9/18	9/19	9/20	9/21	9/22	9/23	TOTALS
Airline / Bus / Train							\$ .
Car Rental							.
Gasoline for Car Rental							.
Personal Car Mileage	Beginning Mileage:		Ending Mileage:	220	TOTAL MILEAGE:	(MILEAGE RATE)	119.90
ODOMETER READINGS:					220	0.545	
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)	410.55						410.55
Parking / Tolls							.
Taxi and Other Ground Transportation							.
Telephone							.
Registration Fees	350.00						350.00
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	2			
Breakfast (\$9 per diem)		9.00	9.00	9.00			
Lunch (\$12 per diem)	12.00	12.00	12.00	12.00			
Dinner (\$18 per diem)	18.00	18.00	18.00	18.00			
Total Actual Meal Expense	30.00	39.00	39.00	39.00			
Total Allowable Meal Expense per County Policy (County Employee)	30.00	39.00	39.00	39.00			147.00
Other (Please explain below):							.
Names of other employees traveling with you:							

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./ P.O. No.	Amount	TOTAL FROM T-4 CONTINUATION FORM
TDCAA	REGISTRATION	784234	\$ 350.00	TOTAL ALLOWABLE EXPENDITURES \$ 1,027.45
CITIBANK	HOTEL	788466	\$ 410.55	AMOUNTS ADVANCED TO EMPLOYEE ON:
				TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE 760.55
				REMIT TO ME \$ 266.90
				REMITTED TO COUNTY TREASURER ON
Total			\$ 760.55	TREASURER RECEIPT NO. \$ 0.00

# YOUR TRIP TO:



201 Cecil Ave

**1 HR 46 MIN | 110 MI**

**Est. fuel cost: \$8.06**

Trip time based on traffic conditions as of 10:41 AM on September 24, 2018. Current Traffic: Light



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



1. Start out going east on Pecan Blvd/FM-495 toward N 15th St. Continue to follow FM-495.

Then 3.32 miles ..... 3.32 total miles



2. Turn left onto N Cage Blvd/US-281 N/TX-113.  
*If you are on E Ferguson St and reach N Athol St you've gone about 0.1 miles too far.*

Then 0.09 miles ..... 3.41 total miles



3. Merge onto US-281 N via the ramp on the left.

Then 70.52 miles ..... 73.92 total miles



4. Take the exit toward Falfurrias/TX-285.

Then 0.26 miles ..... 74.18 total miles



5. Merge onto S US Highway 281.

Then 0.61 miles ..... 74.79 total miles



6. Turn right onto E Rice St/TX-285. Continue to follow TX-285.  
*TX-285 is 0.4 miles past E Noble St.*  
  
*If you are on N Us Highway 281 and reach E Forrest St you've gone about 0.2 miles too far.*

Then 22.13 miles ..... 96.92 total miles



7. Turn left onto Texas Tropical Trail/S Highway 77/US-77 N. Continue to follow Texas Tropical Trail.

Then 13.45 miles ..... 110.37 total miles



8. Turn right onto Cecil Ave.  
*Cecil Ave is just past Jay Vee Ln.*  
  
*If you reach W General Cavazos Blvd you've gone about 0.1 miles too far.*

Then 0.03 miles ..... 110.40 total miles

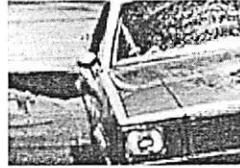


9. 201 Cecil Ave, Kingsville, TX 78363-7226, 201 CECIL AVE is on the right.  
*If you reach Chandler Rd you've gone about 0.1 miles too far.*

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(1-888-461-3625)