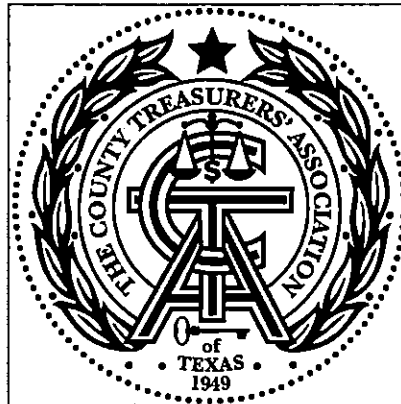


## 2018 New Treasurers' Seminar

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Newly elected county treasurers from around the state gather for this all-important conference—an essential step in preparing to take the oath of office in January. The New Treasurers Seminar will cover the basic core duties of the office of county treasurer, examining responsibilities such as depository contracts and public fund investments. Sessions will also delve into human resource issues and the resource materials available to treasurers taking office for the first time. This four-day conference was planned, in large part, by experienced county treasurers, who will serve as presenters at many of the sessions and will be present to talk informally with attendees. These veterans welcome questions and the chance to share their experiences in office.

If you need to cancel your registration please, email [Nino Miranda](mailto:ninom@county.org) (<mailto:ninom@county.org>) or fax (512) 477-1324.

**When** 12/11/2018 2:00 PM - 12/14/2018 12:00 PM

**Where** Embassy Suites Hotel Conference Center and Spa 1001 E McCarty Ln.  
San Marcos, TX 78666

## Sign In

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Username



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

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Lita L. Leo EMPLOYEE I.D. NO.: \_\_\_\_\_ EMPLOYEE TITLE: County Treasurer-Elect

DEPARTMENT: County Treasurer DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? No

DEPARTURE DATE: 12/11/18 RETURN DATE: 12/14/18

TIME OF DEPARTURE: 10:00 AM TIME OF RETURN: 7:00 PM

TO CITY: San Marcos STATE: Texas

SEMINAR/CONFERENCE/MEETING: START DATE: 12/12/2018 END DATE: 12/14/2018 ACTUAL NO. OF DAYS 3

TITLE OF WORKSHOP/CONFERENCE: 2018 New Treasurers' Seminar

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? None

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:  
The New Tresurers Seminar will educate on the basic core duties of the office of county treasurer.

### 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
		11-Dec	12-Dec	13-Dec	14-Dec				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$147.00</b>

\$ **147.00**

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** 544 Miles @ \$ 0.545 (Current Rate) . . . . \$ 296.48

(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)**

Hotel Parking @ \$8.00 per day . . . . . \$ 24.00

\_\_\_\_\_ . . . . . \$ \_\_\_\_\_

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:** Lita L. Leo **VI. TOTAL TRAVEL ADVANCE REQUESTED:** \$ 467.48

**VII. COMMENTS:** \_\_\_\_\_ **VIII. GENERAL LEDGER ACCOUNT NUMBER:** 8-1100-415-16-150-001-0-583

### 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.*

 EMPLOYEE SIGNATURE	Norma Garcia, County Treasurer DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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# HIDALGO COUNTY, TEXAS

## SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE

### CHECK REQUEST FORM

PAGE 1 OF 2

DEPARTMENT: TREASURER OFFICE If, applicable, was travel approved by Co. Exec. Officer?

DEPARTURE DATE: 12/11/2018 RETURN DATE: 12/14/2018

TO CITY: San Marcos STATE: TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: Lita L. Leo

TOTAL # OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:  
The New Treasurers Seminar will educate on the basic core of the office of the county treasurer.

#### A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 2018 New Treasurers' Seminar

SPONSORED BY: Texas Association of Counties

REGISTRATION CHECK PAYABLE TO: Texas Association of Counties

REGISTRATION ADDRESS: PO Box 2711 SEMINAR START DATE: 12/11/2018  
San Antonio, TX 78299 SEMINAR END DATE: 12/14/2018  
PURCHASE ORDER NO. \_\_\_\_\_

1. REGISTRATION COST PER EMPLOYEE:	\$ <u>175.00</u>	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	<u>1</u>
2. REGISTRATION COST PER EMPLOYEE:		NO. OF EMPLOYEES ATTENDING AT THIS RATE:	<u>0</u>
3. "FREE REGISTRATION COST:	<u>"FREE"</u>	NO. OF EMPLOYEES ATTENDING FOR "FREE":	<u>0</u>

GL ACCT NO.: 8-1100-415-16-150-001-0-584 TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . . A.	\$ <u>175.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D) TOTAL THIS PAGE (A):	\$ <u>175.00</u>
TOTAL 2ND PAGE (B + C + D):	\$ <u>320.91</u>
GRAND TOTAL (A + B + C + D):	\$ <u>495.91</u>

#### E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

<i>Norma G. Garcia</i>	Roy Cazares	956-318-2506 Ext 4814
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>Lita L. Leo</u>	<i>Lita L. Leo</i>	<u>None</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.

EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 2 OF 2**

DEPARTMENT: TREASURER OFFICE

DEPARTURE DATE: 12/11/2018 RETURN DATE: 12/14/2018

TO CITY: San Marcos STATE: TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: Lita L. Leo

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

**B. HOTEL RESERVATION(S)**

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

Embassy Suites Hotel Conference  
Center and Spa HOTEL PHONE NO: (512) 392-6450

ADDRESS OF HOTEL: 1001 E. McCarty Lane CONFIRMATION NO.(s): \_\_\_\_\_  
San Marcos, TX

ROOM RATE: \$ 93.00 PURCHASE ORDER NO. \_\_\_\_\_

NUMBER OF NIGHTS: 3 GENERAL LEDGER ACCT NO: 8-1100-415-16-150-001-0-583

ROOM RATE: \_\_\_\_\_ TOTAL NO. OF ROOMS: 1

NUMBER OF NIGHTS: \_\_\_\_\_

ROOM RATE: \_\_\_\_\_ HOTEL TAX RATE: 15.02%

NUMBER OF NIGHTS: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) . . . . . B. \$ 320.91

**C. CAR RENTAL(S)**

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO no IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.

NAME OF CAR RENTAL COMPANY: \_\_\_\_\_

ADDRESS OF CAR RENTAL COMPANY \_\_\_\_\_  
*Note: Coordination of travel is required for every group of 4 or less*

PHONE NUMBER OF CAR RENTAL COMPANY: \_\_\_\_\_

VEHICLE NO. 1 TYPE: \_\_\_\_\_ VEHICLE NO. 2 TYPE: \_\_\_\_\_

DAILY CAR RATE: \_\_\_\_\_ DAILY CAR RATE: \_\_\_\_\_

NUMBER OF DAYS: \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_

CONFIRMATION NO.: \_\_\_\_\_ CONFIRMATION NO. \_\_\_\_\_

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ GL ACCT NO: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C. \$ -

**D. AIRFARE(S)**

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: \_\_\_\_\_

ADDRESS OF AIRLINE COMPANY: \_\_\_\_\_

PHONE NO. OF AIRLINE COMPANY: \_\_\_\_\_ CONFIRMATION NO.: \_\_\_\_\_

ROUND TRIP AIRFARE PER PERSON: \_\_\_\_\_

NUMBER OF TRAVELERS: 1

GENERAL LEDGER ACCOUNT NUMBER 8-1100-415-16-150-001-0-583 P.O. NO. \_\_\_\_\_

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY . . . . . D. \$ -

SUBTOTAL ( B+C+D) \$ 320.91