



**HIDALGO COUNTY, TEXAS  
NON-TRAVEL MEALS, REFRESHMENTS,  
AND RELATED EXPENSE CLAIM**

**DEPARTMENT INFORMATION**

Department: PURCHASING  
Department Contact Name: ARIANA MALDONADO  
Contact Phone Number: 956-318-2626 EXT. 4859

**EVENT INFORMATION**

Date: 1/18/2019 Start Time: 10:00 AM End Time: 12:22 PM

Duration: 2:22 Location: PURCHASING CONFERENCE ROOM

Purpose of Event: FEMA procurement procedures and revisions to Legal Notice portion of procurement packet.  
 Meeting  Training  Other: (Please explain.)

Attendees: *(Please attach sign-in sheet)*

County Employees 12 + Non-County Employees 0 = Total 12

Meals: *(Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)*

Breakfast        + Lunch        + Dinner        = Total 0

Refreshments:  *(Refreshments may not exceed \$3.00 per person or \$125.00 per event.)*

Related Expenses:  *(Related expenses may not exceed \$25.00 per event.)*

	<b>ACTUAL</b>	<b>ALLOWABLE</b>
Meals Expense:		\$ -
Refreshments Expense:	\$ 46.20	\$ 46.20
Related Expenses:	\$ 23.29	\$ 23.29
Total Event Expenses:	<u>\$ 69.49</u>	<u>\$ 69.49</u>

*(Please attach original receipts.)*

**FUNDING**

Purchase Order Number: 793576 Account Number: 9-1100-415-18-160-001-630/610

**APPROVAL**

I, the undersigned, certify to the best of my knowledge, that the expenditures incurred were for official County business, have been expressly authorized by the Purchasing Department, and are in compliance with the Policy on Non-Travel Meals, Refreshments, and Related Expenses.

MARTHA L. SALAZAR *Martha L Salazar*  
Name of Approving County Official/Department Head  
(Please Print)

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Signature of Approving County Official/Department Head

March 21, 2019  
Date