



**JUDGE JOANNE GARCIA**  
**HIDALGO COUNTY PROBATE COURT**  
100 N. CLOSNER, 2ND FLOOR  
EDINBURG, TEXAS 78539  
PHONE: 956-318-2385

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## **MEMO**

**TO: COMMISSIONER'S COURT**

**FROM: JUDGE JOANNE GARCIA**  
**PROBATE COURT JUDGE**

**DATE: 8/16/2022**

**SUBJECT: AGENDA ITEM: 87132**

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In regards to the Hidalgo County, Texas Administrative Policy Manual Travel Policies, Guidelines, and Procedures Travel policy as it pertains to mileage reimbursement, I am requesting approval of mileage reimbursement for each of Probate Court staff and for my Probate Court clerk.

Judge Jo Anne Garcia, Probate Court Judge; Regina Moreno, Probate Court Coordinator; Yolanda Hernandez, Assistant Court Coordinator Probate Court; Noel Gracia, Probate Court Auditor; and Daniela Garza, Probate Court Clerk are registered to attend The College of Probate Judge's legal seminar in San Antonio, Texas on August 31, 2022-September 3, 2022.

I am requesting approval of mileage reimbursement for each staff member for reason as stated below:

- COVID-19 concerns
- different departure times
- different arrival times
- conflicting schedules
- seminar is live and in person and not available virtually
- there is no vehicle that can accommodate all employees
- employees are encouraged not to travel together
- rental cars are not available for each employee
- health and COVID-19 safety
- health reasons

In addition to the reasons stated above, the Court does have the budget to fund the \$266.76 mileage reimbursement to each employee cited above. This approval will not burden the Probate Court budget.

A handwritten signature in cursive script, appearing to read "J. Anne Brucini". The signature is written in black ink and is positioned below the main text block.