



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

MEMO

TO: Commissioner's Court

FROM: Judge Jo Anne Garcia
Probate Court

DATE: May 18, 2023

SUBJECT: AGENDA ITEM:

NOTE:

In reference to the Hidalgo County Texas Administrative Policy Manual Travel Policies, Guidelines, and Procedures Travel policy, specifically, mileage and rental car reimbursement, I am requesting approval of mileage reimbursement for each of my Probate Court staff and full reimbursement of my rental car expense.

I am registered and will attend the Advanced Evidence seminar in Bar Harbour, Maine from June 12, 2023 to June 17, 2023. My coordinators Regina Moreno and Yolanda Hernandez are each registered and will be attending the Court Professionals Conference in Irving, Texas on July 16- July 19, 2023, hosted by the Texas Center for the Judiciary. Mileage round trip is 1048 miles. See Exhibit A attached

Please note that the Texas Center Judiciary is offering reimbursement for expenses to attend this conference. See Exhibit B attached

I am requesting approval of 100% of my rental car reimbursement as the rental car rate in Bar Harbour Maine is significantly more compared to Hidalgo County rental car rate of \$39.96. See Exhibit C attached

I am further requesting approval of mileage reimbursement for each one of my coordinators for reasons as follows:

Health and COVID-19 concerns;
Different departure times;
Different arrival times;
Conflicting schedules;
Seminar is live and in person and not available virtually;
Employees are encouraged not to travel together, due to health and COVID-19 concerns;
Rental cars are not available for each employee;
Health and COVID-19 safety;
Health and COVID-19 prevention;
Health reasons;

In addition to reasons stated above, the Court does have the budget to fund and reimburse my full car rental expense and the full mileage amount for each employee.

This approval will not burden the Probate Court budget.

A handwritten signature in cursive script, appearing to read "J. Andrew Buccia". The signature is written in black ink and is positioned below the text of the document.

Google Maps

100 N Closner Blvd, Edinburg, TX 78539 to 8440 Freeport Pkwy, Irving, TX 75063 Drive 524 miles, 7 hr 51 min

100 N Closner Blvd
Edinburg, TX 78539

▲ This route has tolls.

Get on I-69C N/US-281 N from N Closner Blvd and E Schunior St

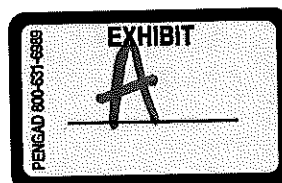
- 6 min (1.9 mi)
- ↑ 1. Head north toward N 10th Ave
- 220 ft
- ↪ 2. Turn right onto N 10th Ave
- 180 ft
- ↪ 3. Turn right at the 1st cross street onto W McIntyre St
- 387 ft
- ↶ 4. Turn left onto N Closner Blvd
- 0.4 mi
- ↪ 5. Turn right onto E Schunior St
- 0.9 mi
- ↑ 6. Continue onto E Richardson Rd
- 394 ft
- ↶ 7. Turn left onto N 25th Ave/N Expressway 281/N Jasman Rd
- 282 ft
- ⤴ 8. Use the left lane to take the ramp onto I-69C N/US-281 N
- 0.3 mi
- ⤴ 9. Merge onto I-69C N/US-281 N
- 9 min (10.2 mi)

1048 Miles

#686.44

Get on I-37 N in Live Oak County from US-281 N

- 2 hr 9 min (148 mi)
- ↑ 10. Continue onto US-281 N
- 39.9 mi
- ↶ 11. Keep left to stay on US-281 N
- 21.6 mi
- ↗ 12. Use the left lane to turn slightly right
- 3.5 mi
- ↑ 13. Continue straight onto US-281 N
- Ⓛ Pass by Dalry Queen (on the right in 77.8 mi)
- 81.8 mi






- ↑ 14. Use the right 2 lanes to take the ramp onto I-37 N
0.7 mi


Continue on I-37 N. Take I-35 N, TX-45 E, I-35 N and I-35E N to W John Carpenter Fwy in Irving. Take the exit toward Freeport Pkwy from TX-114 W


5 hr 12 min (364 mi)

- ↑ 15. Merge onto I-37 N
60.3 mi
- ↘ 16. Take exit 133 to merge onto I-410 N
14.1 mi
- ↑ 17. Continue onto I-35 N
55.5 mi
- ↘ 18. Use the right 2 lanes to take exit 223A for TX-45 E
▲ Toll road
1.1 mi
- ↑ 19. Continue onto TX-45 E
▲ Toll road
36.9 mi
- ↑ 20. Continue onto TX-130 N
▲ Toll road
17.7 mi
- ↶ 21. Keep left, follow signs for I-35 N/Waco and merge onto I-35 N
18.6 mi
- ↑ 22. Continue onto Monarch Hwy/Purple Heart Trail
390 ft
- ↑ 23. Continue onto I-35 N/Monarch Hwy/Purple Heart Trail
86.3 mi
- ↗ 24. Keep right at the fork to continue on I-35E N, follow signs for Interstate 35E/Dallas
52.0 mi
- ↗ 25. Keep right at the fork to stay on I-35E N
4.3 mi
- ↘ 26. Keep left at the fork to continue on I-35E
6.2 mi
- ↘ 27. Keep left at the fork to continue on TX-183 W, follow signs for Texas 183/Texas 114
0.7 mi
- ↘ 28. Keep left at the fork to continue on Texas 114
TEXpress
▲ Toll road
1.5 mi

-  29. Keep left at the fork to stay on Texas 114
 TEXpress, follow signs for DFW Airport/TX-114
 W
 Toll road


 6.6 mi
-  30. Take the exit toward Belt Line Rd


 0.1 mi
-  31. Merge onto TX-114 W


 2.2 mi
-  32. Take the exit toward Freeport Pkwy



 0.2 mi

Continue on W John Carpenter Fwy to your destination

- 1 min (0.4 mi)
-  33. Merge onto W John Carpenter Fwy

 0.4 mi
-  34. Turn right

 105 ft
-  35. Turn left

 282 ft
-  36. Turn right
 Destination will be on the right

 102 ft



Yolanda Hernandez2 <yolanda.hernandez2@co.hidalgo.tx.us>

Court Professionals Conference - Hotel & Conference Information

1 message

gailb@yourhonor.com <gailb@yourhonor.com>

Mon, Mar 13, 2023 at 2:48 PM

To: yolanda.hernandez2@co.hidalgo.tx.us



TEXAS CENTER
FOR THE JUDICIARY

I am looking forward to seeing you at the **Court Professionals Conference** on July 17-19 in Irving, TX.

The conference will be held at the Dallas/Fort Worth Airport Marriott and will also have overflow rooms at the Westin DFW. The Westin is a quick 4-minute drive from the Marriott. There is free parking at both hotels and a free shuttle will be provided during conference hours for guests staying at the overflow hotel. Attendees are welcome to choose their preferred hotel on a first come, first serve basis.

BADGE INFORMATION

Below is the information that will appear on your badge. Please contact TCJ if you need to make a change.

Yolanda Hernandez
Court Administrator
Hidalgo Probate Court
Edinburg, TX

HOTEL RESERVATIONS

TCJ will master-bill the single occupancy rate of \$154 per night to limit out of pocket expenses for attendees.

All reservations must still be guaranteed with a credit card. The card **WILL NOT** be charged except in cases of late registration (less than 72 hours prior to check-in) or no shows.

Attendees must make reservations in the TCJ group block for the room to be billed to the master account. Use the following link to book your reservation:

Make a hotel reservation

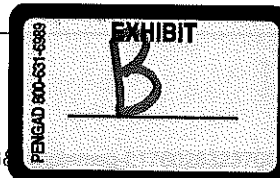
Check-in date: Sunday, July 16
Check-out date: Wednesday, July 19

Reservations may be cancelled without charge up to 72 hours in advance. Credit cards are required only to guarantee your hotel reservation and will **NOT** be charged unless there is a cancellation with less than 72-hours notice.

Contact TCJ if you have questions or need assistance making a reservation. **DO NOT CALL THE HOTEL DIRECTLY.** TCJ does not share reservation information with the hotel until one month prior to group arrival and the hotel will be unable to help with your reservation late June/early July.

*** If you are experiencing issues making a reservation, check that your browser is up to date. Internet Explorer is ending its life-cycle with Microsoft and many websites are no longer working for IE. You must switch to a new browser such as Microsoft Edge, Mozilla Firefox or Google Chrome to complete the reservation process. ***

PROGRAM SCHEDULE & CONFERENCE MATERIALS



You can find the full session schedule online.

Highlights

- Program begins promptly at 8:30 am on Monday, July 17
- Breakfast will be served each morning at 7:30-8:30 am at the Marriott
- Conference concludes at 1 pm on Wednesday, July 19

REIMBURSEMENT & DIRECT DEPOSIT

Read the reimbursement guidelines carefully. Forms that are filled out incorrectly or are incomplete can delay reimbursement.

Reimbursement Highlights

- Single occupancy and taxes will be directly billed to the Texas Center for the Judiciary. Attendees will be responsible for incidental charges such as movies or room service.
- Airfare, airport parking and airport shuttle (or ride-share) require receipts for reimbursement.
- **Rental cars are not reimbursable without prior approval.** For rental cars to be approved you must show the expense will be less than the aforementioned options. Sharing a vehicle with another attendee may be taken into account. E-mail all requests, with documentation of cost, to accounting@yourhonor.com at least 7 days prior to travel to request rental car reimbursement.
- Economy airfare (no early bird or luggage fees) and standard mileage will be reimbursed for travel to the conference
- **MEALS ARE NOT REIMBURSED FOR THIS PROGRAM**

If you have any questions about the reimbursement policy contact accounting@yourhonor.com or ask a TCJ staff member at the conference.

PAYMENT

Due to demand for this program and to give everyone enough time to request funds and make travel arrangements, TCJ requests all conference fees be paid in full two-months prior to the conference.

All payments are due by Friday, May 12. If you need to make arrangements for a late payment contact TCJ as soon as possible to avoid an event cancellation. Registrations where the fee has not been received by the due date and payment arrangements have not been made in advance will be cancelled.

To print receipt/invoice or make a payment, go to https://www.yourhonor.com/web/Online/Contacts/ContactLayouts/AccountPage.aspx?My_Account=5#My_Account

Payments can also be mailed to:
Texas Center for the Judiciary
1210 San Antonio, Ste 800
Austin, TX 78701

Or call Debra Malkiewicz at 512-482-8847 to make a payment over the phone.

TRANSPORTATION

Dallas/Fort Worth International Airport
Distance From Property: 4.6 Miles

Dallas Love Field
Distance From Property: 14.5 Miles

Parking
Self-parking at both hotels is complimentary.

Taxi/Shuttle/Rideshare
All services are available at the airport. Keep receipts for reimbursement.

Rental cars are not reimbursable without prior approval. For rental cars to be approved you must show the expense will be less than the aforementioned options. Sharing a vehicle with another attendee may be taken into account. E-mail

all requests, with documentation of cost, to accounting@yourhonor.com at least 7 days prior to travel to request rental car reimbursement.

CONFERENCE MATERIALS

Session materials, including papers and PowerPoints, will be available on the web and on the conference app the week before the conference. There will not be printed copies available at the conference. Attendees are encouraged to bring a laptop or tablet with them to the conference to facilitate access to conference related materials.

CANCELLATION

All conference cancellations must be submitted in writing via mail, email or fax (512-469-7664).

Cancellations received on or before June 1 are fully refundable

Cancellations received June 2 - June 23 will receive a 50% refund of the registration fee

Cancellations received June 24 or after are not refundable

View step by step instructions on how to cancel or modify a reservation in Resiada here.

Please feel free to reach out to me if you have any questions or concerns at texascenter@yourhonor.com or call 512-482-8986.

Sincerely,

Gail Bell

Conference Director
Texas Center for the Judiciary
(512) 482-8986 ext. 102



Regina Moreno <regina.moreno@co.hidalgo.tx.us>

Fwd: Reservation Confirmation: JO, your Avis reservation #02968313US5 at Bangor Intl Airport,BGR is confirmed

1 message

Jo Anne Garcia <joanne.garcia@co.hidalgo.tx.us>
To: "Moreno, Regina" <regina.moreno@co.hidalgo.tx.us>

Fri, Jan 20, 2023 at 12:33 PM

----- Forwarded message -----

From: **Avis** <avis@e.avis.com>
Date: Thu, Jan 19, 2023 at 10:28 PM
Subject: Reservation Confirmation: JO, your Avis reservation #02968313US5 at Bangor Intl Airport,BGR is confirmed
To: <JOANNE.GARCIA@co.hidalgo.tx.us>

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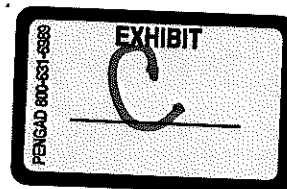
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Identity Verification Requirements

Avis does not accept digital driver's licenses for rental. Please bring a hard copy of your driver's license at the time of rental.

Please note: A secondary form of identification may be required when picking up your vehicle. Acceptable forms of identification include passports and state-issued **photo ID** cards.

HELPFUL TIPS

- If you need to cancel 24 hours prior to the scheduled pick-up time, we will refund the full prepaid amount, less a \$ 50.00 USD processing fee. If you do not cancel your reservation within 24 hours of the scheduled pick-up time, a refund of the full prepaid amount, less a fee of \$150.00 USD, will be charged. If you fail to pick up the car, entire prepaid amount will be forfeited.
- Please bring your valid driver's license when you pick up the vehicle. If your driver's license is not issued in the US, then you must present your passport in addition to your driver's license.
- This location offers after hours key drop service. Please contact the location for additional details.
- A credit card is required in order to pick up the vehicle. Avis accepts most major credit cards. At the time of the rental, we will request a minimum \$500 authorization (hold) or the estimated charges, whichever is greater, on your credit card.
- **Please note: At the time of rental, there will be a hold amount of up to \$300 USD for credit and debit cards**
- If you are planning to use a debit card, please read our debit card terms and conditions for more information about the use of these types of cards. When using debit cards at airport locations, proof of a return flight that coincides with the rental must be shown.
- If during your rental you connect or pair your mobile device with the car (for instance via Bluetooth® or USB port), please unpair your device and delete any personal data stored on the car's infotainment system upon returning the car.
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JoAnne Garcia, Presiding Judge
Probate Court
Hidalgo County Courthouse
100 N. Closner
Edinburg, Texas 78539
956-318-2385 Office



Hidalgo County Logo.png
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