

Mary Serna

From: Beatriz Cadena
Sent: Wednesday, July 7, 2021 1:29 PM
To: Mary Serna
Cc: Judge Robert Quintana
Subject: RE: pending hotel receipt
Attachments: JP Pcnt 2 PI1 Valerie B Campos Travel 06-21 to 06-25.xlsx

Hi Mary,

After reviewing the receipts from Ms. Campos. There is a difference of \$177.91 that is owed to her, may you submit a GRP for this amount? The breakdown has been attached.

Regards,

Beatriz Adriana Cadena

Staff Auditor
Webb County Auditor's Office
(956) 523-4001

From: Mary Serna <mserna@webbcountytx.gov>
Sent: Tuesday, July 6, 2021 4:50 PM
To: Beatriz Cadena <bcadena@webbcountytx.gov>
Cc: Judge Robert Quintana <bquintana@webbcountytx.gov>
Subject: RE: pending hotel receipt
Importance: High

Ms. Cadena,

Attached please find travel requested information for Hotel, travel expense and registration for 77th Annual JPCA Education Conference June 21 – 25th 2021.

The Hotel taxes' were less than quoted, break down as follows (Quoted Taxes' were \$46.66-\$26.76 actual taxes') = \$22.90 difference. I made the hotel reservation for them since the conference hotel was booked up by the time we registered. Explanation for hotel receipt having my name.

The ladies decided to fly instead of driving to Denton, so they paid out of pocket a difference of \$200.81 for plane travel.

Please let us know if we need to provide any other information from our end.

Regards,

Mary g. Serna

Court Administrator

Judge Roberto Quintana | JP. Pct. 2, Pl. 1
901 So. Milmo 1st Floor | Laredo, Texas 78043
956.523-5359 | mserna@webbcountytexas.gov

From: Beatriz Cadena
Sent: Tuesday, July 6, 2021 9:35 AM
To: Mary Serna <mserna@webbcountytexas.gov>
Subject: pending hotel receipt

Good morning Ms. Serna,

May you provide the hotel receipt and any additional receipts for the travel attached?

Thank you in advance,

Beatriz Adriana Cadena
Staff Auditor
Webb County Auditor's Office
(956) 523-4001

Over Paid

Valerue B. Campos	Hotel	Parking	Mileage	Air flight	DIFF
Expensed	\$ 408.76	\$ -	\$ -	\$ 702.57	
Advanced	\$ 431.66	\$ -	\$ 501.76	\$ -	
Total	\$ (22.90)	\$ -	\$ (501.76)	\$ 702.57	\$ 177.91

owe to employee
employee owes

Annual Totals YTD ▾

Reclass Journal Type ▾

Classification Operating Expenditures

Fiscal Year 2021

Amended Budget \$9,656.58	Encumbrances \$970.81	Expenses \$8,408.08	YTD Balance \$277.69	Percent Used 97%
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Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
October	\$10,000.00	\$0.00	\$2,776.67	\$390.00	\$6,833.33	32 %
November	\$0.00	\$0.00	-\$2,348.22	\$2,513.37	\$6,668.18	33 %
December	\$0.00	\$0.00	-\$38.95	\$1,538.33	\$5,168.80	48 %
January	\$0.00	\$0.00	\$862.28	\$0.00	\$4,306.52	57 %
February	\$0.00	\$0.00	-\$61.10	\$893.74	\$3,473.88	65 %
March	\$0.00	\$0.00	-\$720.71	\$977.45	\$3,217.14	68 %
April	\$0.00	\$0.00	\$401.93	\$124.38	\$2,690.83	73 %
May	\$0.00	-\$343.42	\$263.13	\$641.05	\$1,443.23	85 %
June	\$0.00	\$0.00	\$520.56	\$390.00	\$532.67	94 %
July	\$0.00	\$0.00	-\$684.78	\$939.76	\$277.69	97 %
August	\$0.00	\$0.00	\$0.00	\$0.00	\$277.69	97 %
September	\$0.00	\$0.00	\$0.00	\$0.00	\$277.69	97 %
Total	\$10,000.00	-\$343.42	\$970.81	\$8,408.08	\$277.69	97 %
Unposted Transactions	\$0.00	\$0.00	(\$22.47)	\$22.47	\$277.69	97 %
Grand Total	\$10,000.00	(\$343.42)	\$948.34	\$8,430.55	\$277.69	97 %

Annual Totals YTD ▼

Reclass Journal Type ▼

Classification **Operating Expenditures**

Fiscal Year **2021**

Amended Budget \$1,503.42	Encumbrances \$0.00	Expenses \$1,503.42	YTD Balance \$0.00	Percent Used 100%
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Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
October	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
November	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
December	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
January	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
February	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
March	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
April	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	0 %
May	\$0.00	\$628.42	\$0.00	\$1,503.42	\$0.00	100 %
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100 %
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100 %
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100 %
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100 %
Total	\$875.00	\$628.42	\$0.00	\$1,503.42	\$0.00	100 %
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100 %
Grand Total	\$875.00	\$628.42	\$0.00	\$1,503.42	\$0.00	100 %