

WEBB COUNTY PAYROLL ADVANCE IN ANTICIPATION OF A TRAVEL CLAIM



Request Total \$ 153.36

Prepared By: Priscilla A. Ruiz

Request No. : 05

Budget Account Number: 001-0300-5601

COPY

GENERAL QUESTIONS:

Date and time of departure 09/18/16 6:00 am

Date and time of return 09/19/16

Number of employees on trip 1

Will airline flight be involved in this travel? No

Will a County vehicle be used in the travel? No

Will a rental vehicle be used in the travel? No

(if yes, a purchase order is required)

EMPLOYEE INFORMATION:

Employee Name Delia Perales

S.S. # Last 4 digits 7653

Address 707 St. James Dr. Unit 512

Invoice# (Auditor) _____

TRAVEL DESCRIPTION (conference name, dates, and city):

68th Annual County Treasurers' Association of Texas Conference in South Padre Island, TX

Note: Proof of Completed course must be remitted.

Auditors Use: Proof Received Y or N

DEPARTMENT HEAD AFFIDAVIT TO THE COUNTY

AUDITOR:

I hereby certify that the travel described above is true, correct, and necessary to conduct official Webb County business. I further certify that this travel will not be reimbursed by any other entity.

Delia Perales - DP 8-23-16

Printed Name & Signature of _____ Date
Department Head

AFFIDAVIT / AUTHORIZATION BY CLAIMANT:

I hereby certify that the information contained on this form is true and correct. I hereby agree to provide to the County Auditor documentation of the actual expenditures for the funds advanced pursuant to this form. I agree that I am personally responsible for any funds advanced but not properly expended for this travel. I agree to repay any funds for which I fail to provide documentation within five (5) business days of the date of return as given on this form. I authorize Webb County to deduct from my wages any expenses for which I have neither provided documentation nor repaid by that deadline.

Delia Perales DP 8-23-16

Printed Name & Signature of _____ Date
Claimant

MILEAGE (for private vehicles only):

Round trip from Laredo to _____

= _____ miles @ \$.575 or 57.5¢ mile =

TOTAL \$ 0.00

MEALS: Meals on non-overnight travel will be paid through Payroll

1 Breakfasts @ \$10 each = \$ 10.00

1 Lunches @ \$14 each = \$ 14.00

1 Dinners @ \$16 each = \$ 16.00

TOTAL \$ 40.00

LODGING:

Lodging cost in excess of \$50 per night will be provided upon presentation of a written confirmation. A detailed lodging receipt must be presented to the County Auditor upon completion of the trip.

1 night (s) on trip @ 113.36 per night =

TOTAL \$ 113.36

OTHER EXPENSES (receipts required):

TOTAL \$ 0.00

TOTAL TRAVEL EXPENSES ADVANCED \$ 153.36

RECEIVED
 AUG 23 AM 11:22
 WEBB COUNTY
 AUDITOR'S OFFICE

FOR AUDITORS USE ONLY

Approved by County Auditor _____ Date _____

Date Received _____ Due Out _____ Assigned To _____ on _____

Dbl Check _____ on _____ to Acct _____ To RP _____ Rec'd by CG _____

WEBB COUNTY PAYROLL ADVANCE IN ANTICIPATION OF A TRAVEL CLAIM

X



Request Total \$ 886.30 ^{717.71}
 Prepared By: Priscilla A. Ruiz
 Request No.: 04
 Budget Account Number: 001-0300-5601

GENERAL QUESTIONS:

Date and time of departure 09/18/16 6:00 am
 Date and time of return 09/22/16 6:00 pm
 Number of employees on trip 1
 Will airline flight be involved in this travel? No
 Will a County vehicle be used in the travel? No
 Will a rental vehicle be used in the travel? No
 (if yes, a purchase order is required)

EMPLOYEE INFORMATION:

Employee Name Delia Perales
 S.S. # Last 4 digits 7653
 Address 707 St. James Dr Unit 512
 Invoice# (Auditor) 091816

TRAVEL DESCRIPTION (conference name, dates, and city):

68th Annual County Treasurers' Association of Texas Conference in South Padre Island, Tx

Note: Proof of Completed course must be remitted.
 Auditors Use: Proof Received Y or N

DEPARTMENT HEAD AFFIDAVIT TO THE COUNTY AUDITOR:

I hereby certify that the travel described above is true, correct, and necessary to conduct official Webb County business. I further certify that this travel will not be reimbursed by any other entity.

Delia Perales Delia Perales 8-9-16
 Printed Name & Signature of Date
 Department Head

MILEAGE (for private vehicles only):

Round trip from Laredo to South Padre Island, Tx
 = 432.8 miles @ \$ 5.75 or 57.5¢ mile = 233.71
TOTAL \$ 248.86

MEALS: Meals on non-overnight travel will be paid through Payroll

<u>54</u>	Breakfasts @ \$10 each =	\$ <u>50.00</u>	<u>40.00</u>
<u>54</u>	Lunches @ \$14 each =	\$ <u>70.00</u>	<u>56.00</u>
<u>43</u>	Dinners @ \$16 each =	\$ <u>64.00</u>	<u>48.00</u>
TOTAL		\$ <u>184.00</u>	<u>144.00</u>

LODGING:

Lodging cost in excess of \$50 per night will be provided upon presentation of written confirmation. A detailed lodging receipt must be presented to the County Auditor upon completion of the trip.

43 night (s) on trip @ 113.36 per night = ✓

TOTAL \$ 453.44 340.00

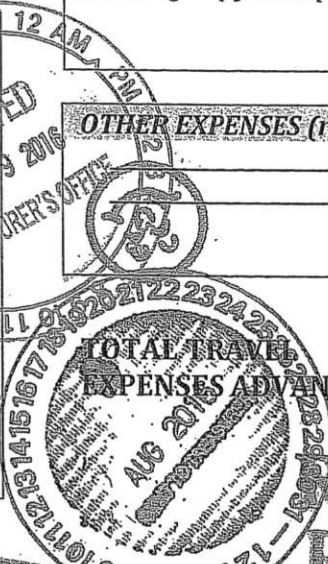
AFFIDAVIT / AUTHORIZATION BY CLAIMANT:

I hereby certify that the information contained on this form is true and correct. I hereby agree to provide to the County Auditor documentation of the actual expenditures for the funds advanced pursuant to this form. I agree that I am personally responsible for any funds advanced but not properly expended for this travel. I agree to repay any funds for which I fail to provide documentation within five business days of the date of return as given on this form. I authorize Webb County to deduct from my wages any expenses for which I have neither provided documentation nor repaid by that deadline.

Delia Perales Delia Perales 8-4-16
 Printed Name & Signature of Date
 Claimant

OTHER EXPENSES (receipts required):

	\$ _____
	\$ _____
TOTAL	\$ <u>0.00</u>



TOTAL TRAVEL EXPENSES ADVANCED 886.30 ^{717.71} ~~271.15~~

RECEIPTS PENDING 1,318.5

FOR AUDITORS USE ONLY

Approved by County Auditor D. Martinez Date 8/8/16
 Date Received 8/4 Due Out 8/11 Assigned To DD on _____
 Db'l Check _____ on _____ to Acct _____ To RP _____ Rec'd by CG _____
 Form AP02 Revised 01/15

THIS DOCUMENT HAS A VOID PANTOGRAPH, MICROPRINTING AND AN ARTIFICIAL WATERMARK.

DELIA PERALES, CT, CIO
WEBB COUNTY TREASURER

P.O. BOX 593 • LAREDO, TEXAS 78042-0593

DATE

7/29/2013

COMMERCE BANK
LAREDO, TEXAS
88-990-1149

AMOUNT

\$158.20

ACCOUNTS PAYABLE
CHECK NO.

241379

PAY **EXACTLY** **158** Dollars **20** Cents

TO
THE
ORDER
OF

FLORES, LEO
9012 HARVARD AVE.
LAREDO TX 78045

•••
•••

Delia Perales
TREASURER

[Signature]
AUDITOR

Marjorie Ramirez
CLERK

VOID AFTER 90 DAYS

⑈ 241379 ⑈ ⑆ 114909903 ⑆ 0054404 ⑈

VENDOR: FLORES, LEO
 FUND: 001 General Fund
 ACCOUNT: 1275 Prepaid Expenses All Othr
 101812 9/17/2012 I TRAVEL EXP: KERVILLE TX 9/13/2012 773.28 9/14/2012 C 226300

ACCOUNT 1275 TOTALS 1 INVOICE TRANSACTIONS 773.28
 DEPARTMENT TOTALS 1 INVOICE TRANSACTIONS 773.28
 DEPARTMENT : 0400 Auditor

INVOICE #	INV DATE	INVOICE ITEM DESCRIPTION	G/L DATE	INV ITEM AMT	PAY DATE	PAY #
051714	4/15/2014	Administrative Travel	4/23/2014	1,578.36	4/23/2014	253303
051714DIFF	5/17/2014	I TRAVEL EXP: MINNEAPOLIS	5/23/2014	87.04	5/27/2014	254941
052116	4/18/2016	I REIMB: GFOA CONFERENCE	4/19/2016	340.41	4/20/2016	287594
052116DIFF	5/21/2016	I TRAVEL: TORONTO - ONTARIO	7/05/2016	85.67	7/06/2016	290808
053015	4/21/2015	I REIM: TRAVEL DIFF: TORONT	4/23/2015	1,737.78	4/23/2015	270702
053015DIFF	6/04/2015	I TRAVEL EXP: PHILADELPHIA	6/08/2015	105.35	6/08/2015	272887
060213	5/16/2013	I TRAVEL EXP: SAN FRANCIS	5/21/2013	830.64	5/22/2013	238378
060213DIFF	6/11/2013	I GFOA CONF REIMB	6/20/2013	95.40	6/21/2013	239836
061012	5/11/2012	I TRAVEL EXP: CHICAGO, IL	5/17/2012	1,662.39	5/18/2012	220885
061012DIFF	6/10/2012	I REIM: TRAVEL CHICAGO GFO	6/18/2012	25.29	6/19/2012	223220
082515	8/07/2015	I TRAVEL EXP: AUSTIN, TX	8/10/2015	1,002.01	8/11/2015	275657
101915	10/06/2015	I TRAVEL EXP: MONTGOMERY, T	10/07/2015	1,214.09	10/07/2015	278717
ACCOUNT 5601 TOTALS	12 INVOICE TRANSACTIONS			11,364.43		

Handwritten notes:
 May 15-2016
 2014/10

ACCOUNT: 6004-2 Cell Phone Cost
 110113REIM 11/01/2013 I REIMBURSEMENT ACCESSORI 11/12/2013 99.99 11/12/2013 C 246280

ACCOUNT 6004-2 TOTALS 1 INVOICE TRANSACTIONS 99.99

INVOICE #	INV DATE	INVOICE ITEM DESCRIPTION	G/L DATE	INV ITEM AMT	PAY DATE	PAY #
050713	4/19/2013	Training & Education	4/19/2013	516.60	4/22/2013	236909
062614REIM	6/26/2014	I TRAVEL EXP: AUSTIN, TX	7/08/2014	44.94	7/09/2014	256748
100912DIFF	10/09/2012	I BUSINESS LUNCHEON	10/16/2012	14.04	10/16/2012	227973
ACCOUNT 6011 TOTALS	3 INVOICE TRANSACTIONS			575.58		

DEPARTMENT 0400 TOTALS 16 INVOICE TRANSACTIONS
 FUND 001 TOTALS 17 INVOICE TRANSACTIONS
 FUND : 007 Hotel Motel Occupancy Tax

DEPARTMENT : 0101 Commissioners Court
 ACCOUNT: 7426 Community Promotions
 072213REIM 7/22/2013 I REIMB: CANDIES FOR TACA 7/26/2013 158.20

ACCOUNT 7426 TOTALS 1 INVOICE TRANSACTIONS 158.20
 DEPARTMENT 0101 TOTALS 1 INVOICE TRANSACTIONS 158.20
 FUND 007 TOTALS 1 INVOICE TRANSACTIONS 158.20
 FUND : 897 Payroll Clearing Fund

Handwritten notes:
 Chicago 1662.39
 5/17/2012
 San Francisco 1830.64
 5/21/2013
 McKinney 1578.86
 4/15/2014
 7/29/2013
 7/29/2013
 4/19/2016
 1940.47

Handwritten note:
 158.20