

TARRANT COUNTY - TEXAS
TRAVEL REIMBURSEMENT REQUEST

Effective 01/01/2023

V# 4006637 N Empl

Employee Name: Manny Ramirez Employee # 78761 Department: Commissioner Precinct 4 Budget Account: 6410100000/588291/26100-2023

*****OVERNIGHT TRAVEL*****						+NON-OVERNIGHT+					
@ Enter "Y" for each meal provided.						588293 / 576122 (JUV)					
Date	Meals \$35 1st & last \$50 add'l days Daily Rate	or	Breakfast	Lunch	Dinner	Hotel Expense	Parking Taxis, Cabs Other Trans.	Enter number Of Miles Driven	(Calculated) Mileage	Other Expenses (2)	Daily Expense Total
		or	\$10 per day Breakfast	\$15 per day Lunch	\$25 per day Dinner						
1/16/2023			@			522.42		203.00	132.965		655.385
1/17/2023						653.70			0.000		653.700
1/18/2023								203.00	132.965		132.965
									0.000		-
									0.000		-
									0.000		-
									0.000		-
									0.000		-
Total	0.00		0.00	0.00	0.00	1,176.12	0.00	406.00	265.93	0.00	1,442.05

Destination: Austin, Texas * Date: 1/16/2023
 Destination: _____ * Date: _____
 (* Enter name of County if NON-OVERNIGHT daily rate claimed.)

Total Expenses Incurred 1,442.05
 Less County Advancement (Enter as a negative) _____
 Total to be Reimbursed to Employee \$ 1,442.05

(1) Mileage rate \$0.655 per mile for travel on January 1, 2023 and later.

If you drove a personal or county vehicle:
REQUIRED: I drove a County Vehicle. (YES) ** (NO) **
REQUIRED: A County vehicle has been assigned to me. (YES) ** (NO) **
 (If yes, reimbursement will be for actual gas expenditures; regardless if personal vehicle is driven.)
 (If yes, please attach your receipts for reimbursement.)

**Click on the appropriate box.

+ According to the IRS, if a County trip/travel does not require an overnight stay, the meal reimbursement will be considered a taxable fringe benefit.

(2) Explanation of other expenses: Parking included in Hotel Expense
 Reminder - Keep all receipts i.e. taxi, parking, hotel, etc. and attach originals to this request for reimbursement.

Reason for trip: Governor Abbott Inauguration

Please provide a court order number, where applicable: _____

**** CHECK WILL BE MAILED TO ADDRESS ON FILE WITH PAYROLL/PERSONNEL ****

EMPLOYEE CERTIFICATION:
 I hereby certify that the expenditures that I submitted for reimbursement have been incurred in connection with discharging the duties of my employment. I am entitled to reimbursement of the approved expenses in accordance with the travel policy issued by Tarrant County. I grant the County the right at any time to contact any individual, establishment, or credit card company to verify that any expense claimed by me on any expense statement is valid and accurate.

Signed: _____
 Date: 2/6/23

APPROVAL:
 I have reviewed the supporting documentation for this report and approved reimbursement of these expenditures to this employee as reasonable and necessary expenditures in accordance with the travel policies of Tarrant County. Furthermore, I approve the charging of these expenditures against the budget account indicated above.

Signed: _____
 Date: 2/6/23



RECEIVED
 FEB 08 2023
 AUDITOR-YC

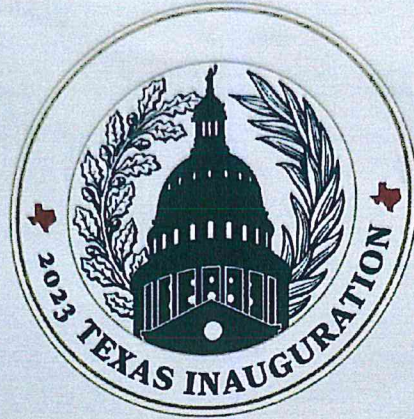
W Austin
 200 Lavaca Street
 Austin, TX 78701 US
 +1 512-542-3600

Summary of Charges

Guest Information	MANUEL RAMIREZ PLEASE COMPLETE FORT WORTH, TX 76179 US	Dates of Stay	01/16/2023 - 01/18/2023
		Room number	1502
		Guest number	765760W1
		Member Number	*****540
		Group Number	765760

Date	Description	Reference	Charges	Credits
01/16/2023	Wheels	111926	60.00	
01/16/2023	Sales Tax	111926	4.95	
01/16/2023	Room Chrg - Advance Purchase	RT1502	391.00	
01/16/2023	City/Local Tax	RT1502	35.19	
01/16/2023	Occupancy/Tourism	RT1502	23.46	
01/16/2023	Convention Center Venue Tax	RT1502	7.82	
01/17/2023	Wheels	111926	60.00	
01/17/2023	Sales Tax	111926	4.95	
01/17/2023	In Room Dining	23923	52.89	
01/17/2023	Room Chrg - Advance Purchase	RT1502	458.00	
01/17/2023	City/Local Tax	RT1502	41.22	
01/17/2023	Occupancy/Tourism	RT1502	27.48	
01/17/2023	Convention Center Venue Tax	RT1502	9.16	
01/18/2023	MasterCard / Diners Intl-7474	MC		1,176.12
Total balance				0.00 USD

Questions about your bill? Please contact your hotel directly at +1 512-542-3600



Texas Inaugural Events Schedule

MONDAY, JANUARY 16, 2023

4:30 P.M.

**INAUGURAL MASS
SAINT MARY CATHEDRAL
203 E. 10TH STREET
AUSTIN, TX 78701
ATTIRE: BUSINESS**

TUESDAY, JANUARY 17, 2023

9:00 A.M.

**INAUGURAL PRAYER SERVICE
UNIVERSITY AVENUE CHURCH OF CHRIST
1903 UNIVERSITY AVENUE
AUSTIN, TX 78705
ATTIRE: BUSINESS**

11:00 A.M.

**OATH OF OFFICE CEREMONY
NORTH STEPS, TEXAS CAPITOL
ATTIRE: BUSINESS (DRESS WARM)**

12:15 P.M.

**TASTE OF TEXAS LUNCHEON
SOUTH GROUNDS, TEXAS CAPITOL
ATTIRE: BUSINESS (DRESS WARM)**

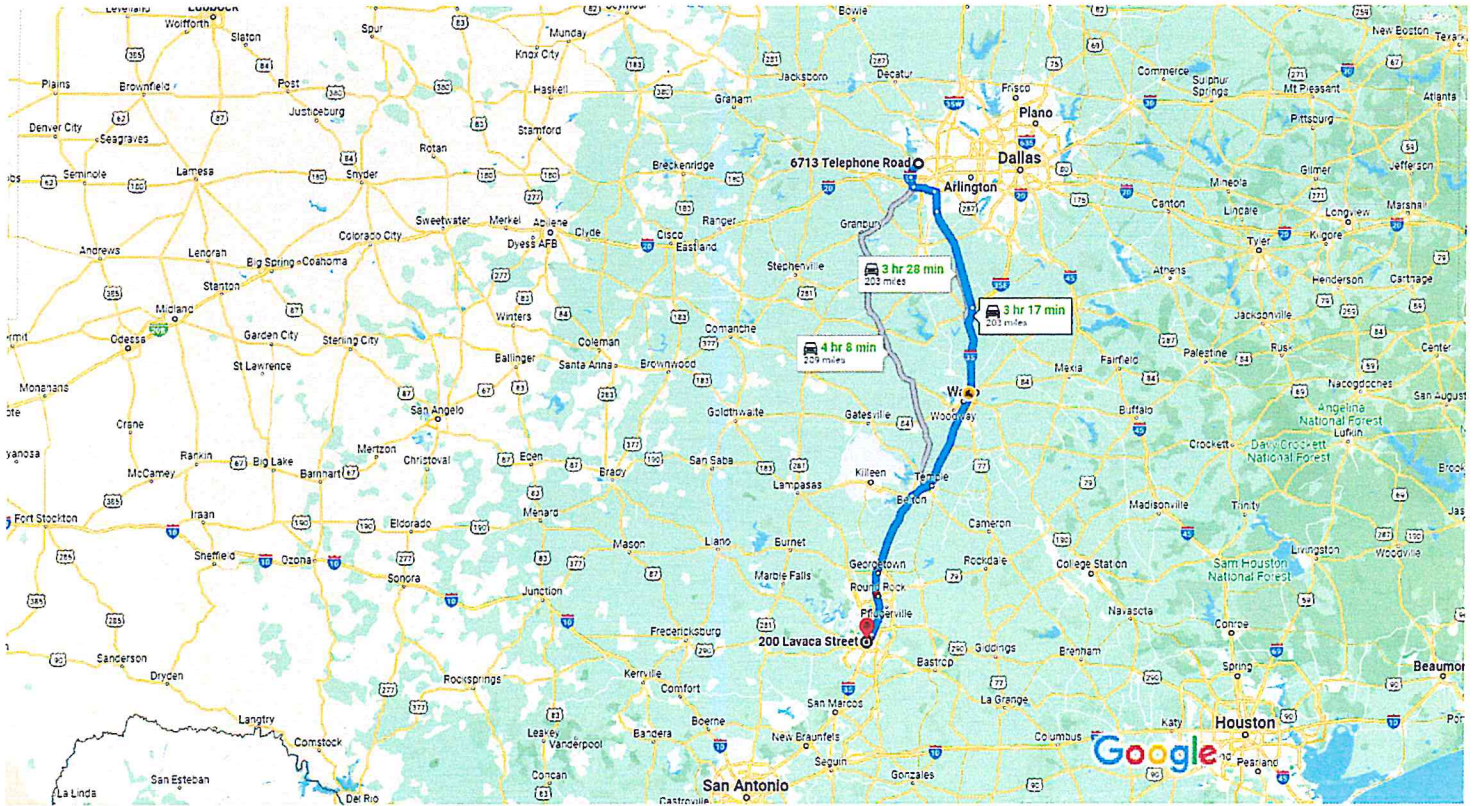
6:00 P.M.

**TEXAS INAUGURAL CELEBRATION
ACL LIVE
310 W. WILLIE NELSON BOULEVARD
AUSTIN, TX 78701
ATTIRE: WESTERN CHIC**

1/16/23 - Travel



6713 Telephone Rd, Fort Worth, TX 76135 to 200 Lavaca St, Austin, TX 78701 Drive 203 miles, 3 hr 17 min



Map data ©2023 Google, INEGI 20 mi


6713 Telephone Rd
Fort Worth, TX 76135


Get on I-820 W in Fort Worth


- 4 min (1.4 mi)
↑ 1. Head east toward Lake Worth Blvd
- 322 ft
↪ 2. Turn right onto Lake Worth Blvd
- 0.2 mi
↪ 3. Keep right
- 0.7 mi
↗ 4. Use the left lane to merge onto Jim Wright Fwy/NW Loop 820
- 0.2 mi
↗ 5. Use the left lane to take the ramp onto I-820 W
- 0.2 mi


Follow I-35W S and I-35 S to S I-35 Frontage Rd in Austin.
Take exit 234A from I-35 S/US-290 W


2 hr 55 min (200 mi)


-  6. Merge onto I-820 W



 5.5 mi
-  7. Keep left to continue on I-820 S



 4.0 mi
-  8. Merge onto I-20 E


 8.0 mi
-  9. Use the right 2 lanes to take exit 437 to merge onto I-35W S toward Waco

 8.0 mi
-  10. Keep left to stay on I-35W S

 38.1 mi
-  11. I-35W S turns slightly left and becomes I-35 S

 77.7 mi
-  12. Keep left at the fork to stay on I-35 S
 [Pass by Motel 6 Austin, TX \(on the right in 52.9 mi\)](#)

 55.9 mi
-  13. Keep left at the fork to continue on I-35 S/US-290 W/N Interstate 35, follow signs for 32nd St
 [Continue to follow I-35 S/US-290 W](#)

 3.0 mi
-  14. Take exit 234A toward Cesar Chavez St/Holly St

 236 ft

Take E Cesar Chavez St to W 2nd St/W Willie Nelson Blvd

- 5 min (0.8 mi)
-  15. Merge onto S I-35 Frontage Rd

 256 ft
-  16. Turn right onto E 1st St/E Cesar Chavez St
 [Continue to follow E Cesar Chavez St](#)

 0.6 mi
-  17. Turn right onto Lavaca St

 335 ft
-  18. Turn left onto W 2nd St/W Willie Nelson Blvd
 [Destination will be on the right](#)

 105 ft

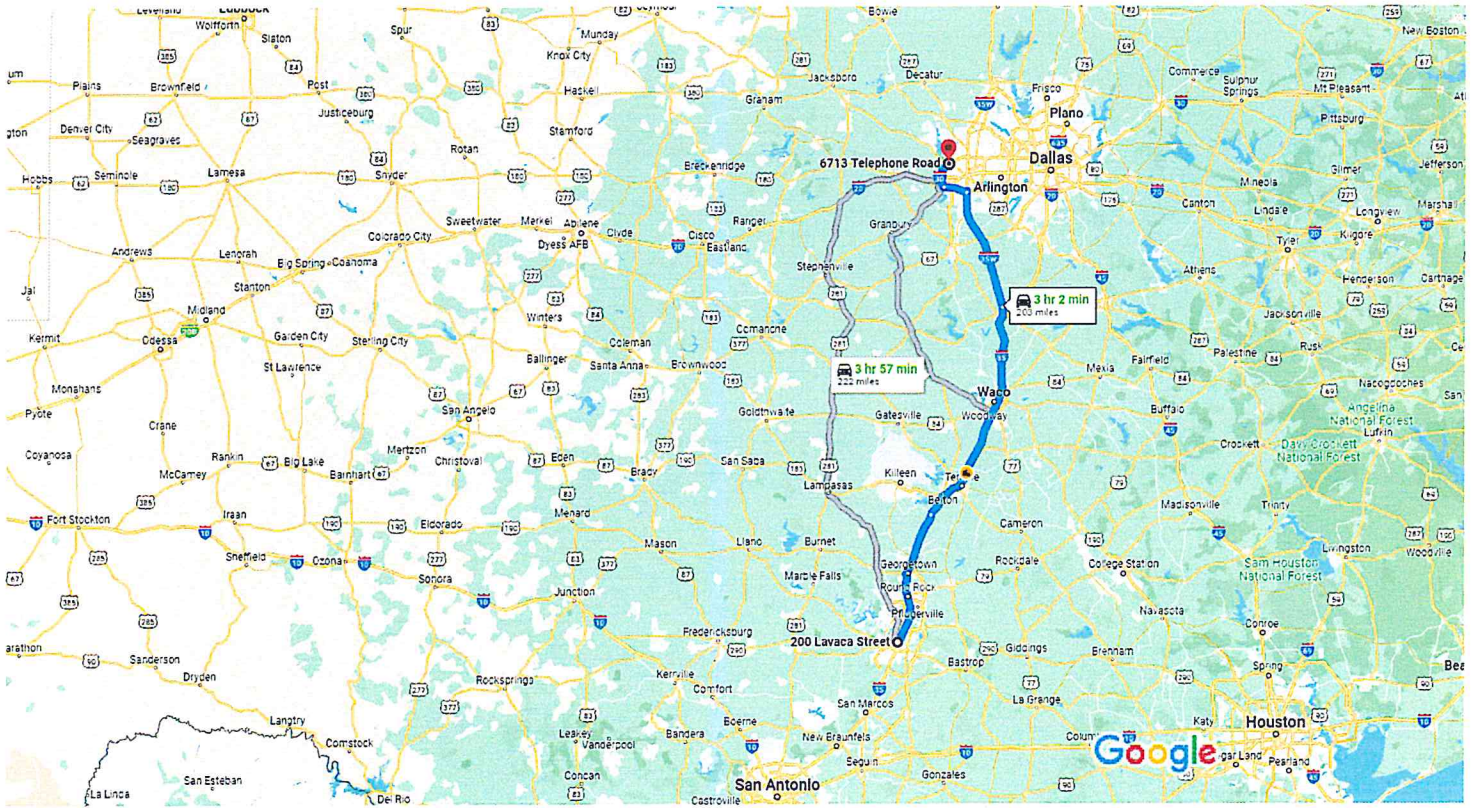
200 Lavaca St
 Austin, TX 78701

1/18/23 - Travel



200 Lavaca St, Austin, TX 78701 to 6713 Telephone Rd, Fort Worth, TX 76135

Drive 203 miles, 3 hr 2 min



Map data ©2023 Google, INEGI 20 mi


200 Lavaca St
Austin, TX 78701


Get on I-35 N from W Cesar Chavez St


- ↑ 1. Head east on W 2nd St/W Willie Nelson Blvd toward Lavaca St
456 ft
- ➔ 2. Turn right onto Colorado St
341 ft
- ↶ 3. Turn left onto W Cesar Chavez St
0.6 mi
- ↶ 4. Turn left onto N Interstate 35 Frontage Rd
190 ft
- ⤴ 5. Slight left to merge onto I-35 N
0.1 mi


Follow I-35 N and I-35W N to Jim Wright Fwy/NW Loop 820 in Fort Worth. Take exit 8 from I-820 N


2 hr 52 min (200 mi)


-  6. Merge onto I-35 N
1.1 mi


-  7. Keep left at the fork to stay on I-35 N
49.2 mi


-  8. Continue onto Monarch Hwy/Purple Heart Trail
390 ft

-  9. Continue onto I-35 N/Monarch Hwy/Purple Heart Trail
86.3 mi


-  10. Keep left at the fork to continue on I-35W N,
follow signs for Interstate 35W/Ft Worth
45.1 mi


-  11. Take exit 45A to merge onto I-20 W toward
Abilene
9.5 mi


-  12. Keep right at the fork to continue on I-820 N
8.6 mi


-  13. Take exit 8 toward Navajo Tr/Cahoba Dr
0.2 mi


**Take Shawnee Trail and Charbonneau St to your destination
in Lake Worth**


- 5 min (1.6 mi)
 14. Merge onto Jim Wright Fwy/NW Loop 820
420 ft



-  15. Turn left onto Navajo Trail
0.2 mi

-  16. Turn right onto Shawnee Trail
0.7 mi

-  17. Slight right to stay on Shawnee Trail
167 ft

-  18. Slight right onto Charbonneau St
0.4 mi

-  19. Turn left onto Courthouse Dr
459 ft

-  20. Turn right
 Destination will be on the left
89 ft

6713 Telephone Rd
East Worth, TX 76125