

NAVARRO COUNTY COMMISSIONER'S COURT

A REGULAR MEETING OF THE NAVARRO COUNTY COMMISSIONER'S COURT WAS HELD ON MONDAY THE, 12TH DAY OF JULY, 2010 AT 10:00 A.M., IN THE COURTROOM OF THE NAVARRO COUNTY COURTHOUSE, CORSICANA, TEXAS. PRESIDING JUDGE HM DAVENPORT, COMMISSIONERS PRESENT KIT HERRINGTON, FAITH HOLT, DAVID WARREN, AND JAMES OLSEN

1. 10:02 A.M. MOTION TO CONVENE BY HERRINGTON SEC BY OLSEN
ALL VOTED AYE MOTION CARRIED
2. OPENING PRAYER BY COMMISSIONER OLSEN
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENTS-GARY ARNETT-FUNDING FOR 3RD FIRE TRUCK

CONSENT AGENDA

MOTION TO APPROVE CONSENT AGENDA ITEMS 5 -11 TO TABLE 12 & 14 AND APPROVE 13 WITH CONTIGENCY THAT MR KING BEGAIN BUILDING IN 3 MONTHS BY HOLT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED

5. APPROVE THE MINUTES FROM THE PREVIOUS MEETING OF JULY 1, 2010, AND JULY 2ND, 2010
6. APPROVE AND PAY BILLS AS SUBMITTED BY COUNTY AUDITOR
7. APPROVE THE MINUTES OF THE JUNE 3RD, 2010 PLANNING AND ZONING MEETING
TO WIT PG 88A
8. APPROVE A SPECIAL USE PERMIT FOR ROB CORBELLO. THIS REQUEST IS FOR A STORAGE BUILDING WITH A VARIANCE FOR SIZE (35' X 45') TO BE LOCATED ON LOT 278 OF THE SHORES ON RICHLAND CHAMBERS PHASE I
9. APPROVE SPECIAL USE PERMIT FOR SCOTT AND TINA FALGOUST, THIS REQUEST IS FOR A STORAGE BUILDING WITH A VARIANCE FOR SIZE (30' X 40') TO BE LOCATED ON LOT 40 OF MATTIE CASTON SHORES PHASE II

10. APPROVE A SPECIFIC USE PERMIT FOR AN OIL WELL FOR KILMAMOCK OIL COMPANY; INC. THE PROPERTY IS LOCATED ON SE 1070 IN THE BEVERLY WHITE LEASE
11. APPROVE REPLAT OF LOTS 178 AND 179 OF THE SHORES BY THUY-HUGEN TRAN
12. TABLE AMENDING THE NAVARRO COUNTY LAKESHORE AREA ZONING ORDINANCE TO ALLOW TEMPORARY RV LIVING DURING SUMMER MONTHS
13. APPROVE SPECIFIC USE PERMIT #10-421 FOR JOHN AND DONNA KING. THIS REQUEST IS FOR THE USE OF TRAVEL TRAILER WHILE A HOME IS UNDER CONTRUCTION ON LOT 20 OF PEARL VALLEY ESTATES PHASE I WITH CONTINGENCY START IN 3 MONTHS
14. TABLE TO APPROVE REPLAT OF LOTS 9 AND 10 OF CHANDLERS LANDING BY DEMETRIUS TAYLOR AND GEORGE ZAMORA

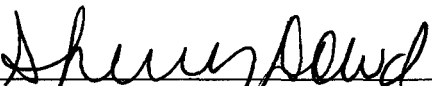
REGULAR AGENDA

15. TABLE TO APPROVE CO.RD. SE 1240 (DOT NO. 597210P) RAILROAD MILEPOST 223.15 AND CO.RD. SE 1230 (DOT NO. 597211W) RAILROAD MILEPOST 224.26 FOR CLOSURE AFTER THE 21 DAY WAITING PERIOD
16. MOTION TO APPROVE ACCEPTING ETHRIDGE LANE ROAD AS A COUNTY ROAD, PCT 2 BY HERRINGTON SEC BY HOLT VOTED -AYE HERRINGTON, HOLT, WARREN & OLSEN VOTED -NO JUDGE DAVENPORT MOTION CARRIED
17. MOTION TO APPROVE LEASING UPGRADE XEROX MACHINE TO COLOR COPIER AND SCANNER FOR THE COMMISSIONERS OFFICE AND TO SPLIT COST WITH PLANNING & ZONING BY HOLT SEC BY WARREN **TO WIT PG 89**
ALL VOTED AYE MOTION CARRIED
18. MOTION TO APPROVE COMMISSIONERS ANNUAL ROAD REPORT FOR 2010 AND TO BE SENT TO GRAND JURY BY OLSEN SEC BY WARREN ALL VOTED AYE MOTION CARRIED **TO WIT PG 90-96**

19. MOTION TO APPROVE MODIFYING BRIDGES ON SE CR 2340 AND SE CR 2390 BY CURTIS NEYLAND PRECINCT 3 BY WARREN SEC BY HERRINGTON
ALL VOTED AYE MOTION CARRIED
20. MOTION TO APPROVE TO START TO APPOINT RESERVE CONSTABLE (JOHNATHON TOWLES) IN PRECINCT 1 BY HERRINGTON SEC BY OLSEN
ALL VOTED MOTION CARRIED
21. MOTION TO TABLE THE RENEWAL NOTICE AND BENEFITS CONFIRMATION FROM TEXAS ASSOCIATION OF COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL BY HOLT
MOTION DIES FOR THE LACK OF A SEC
MOTION TO APPROVE THE RENEWAL NOTICE BY JUDGE DAVENPORT SEC BY OLSEN **TO WIT PG 97-100**
ALL VOTED AYE MOTION CARRIED
22. MOTION TO APPROVE MODIFICATION AGREEMENTS ON GRANT # G10NT0001A AND GRANT#G09NT0001A BETWEEN NORTH TEXAS HIDTA AND OFFICE OF NATIONAL DRUG CONTROL POLICY BY HERRINGTON SEC BY WARREN **TO WIT PG 101-102**
ALL VOTED AYE MOTION CARRIED
23. MOTION TO APPROVING BUDGET TRANSFER OF \$12,000.00 FROM DEPUTIES AND ASSISTANTS (212-612-103) TO PART TIME HELP (212-612-114) DUE TO AN OPEN FULL TIME POSITION, AND NEEDED PART TIME WORKERS TO PERFORM THE NECESSARY ROAD MAINTENANCE IN PRECINCT 2 BY HOLT SEC BY HERRINGTON
ALL VOTED AYE MOTION CARRIED
24. MOTION TO APPROVE REVISIONS TO NAVARRO COUNTY TRAVEL POLICY NECESSITATED BY THE DELETION OF THE STATE MILEAGE TABLES BY THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS BY HOLT SEC BY WARREN **TO WIT PG 103-113**
ALL VOTED AYE MOTION CARRIED
25. MOTION TO ADJOURN BY HOLT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED

I, SHERRY DOWD, NAVARRO COUNTY CLERK, ATTEST THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE COMMISSIONERS COURT'S AUTHORIZED PROCEEDING FOR JULY 12, 2010.

SIGNED 12 DAY OF JULY, 2010.


SHERRY DOWD, COUNTY CLERK



PLANNING AND ZONING COMMISSION MINUTES**June 3, 2010****5:00 P.M.**

The meeting was called to order with six members present. The roll was called and the attendance was as follows:

Chairman Jacobson – present
Scott Watkins – absent
Carroll Sigman – absent
Vicki Farmer – absent
Dennis Bancroft – absent
Charles Irvine – present
Eben Dale Stover – absent

Vice Chairman Moe –present
Conrad Newton – present
Wayne McGuire - absent
Bill Spae – present
Dolores Baldwin – absent
Caleb Jackson – absent
Jeff Smith - present

Item #2 on the agenda was consideration of the minutes of the May 6, 2010 Planning and Zoning meeting. Motion to approve by Commissioner Irvine, second by Commissioner Newton, all voted aye.

Item # 3 on the agenda was consideration of a special exception for Chinn Exploration Company. This request is for a gas well that is subject to Statewide Rule 36 (sour gas). The property is located off FM 416 in the David H. Love survey (Preston Bonner property, Rash #1). This item was tabled from the last meeting and was not taken from the table at the request of the applicant.

Item # 4 on the agenda was consideration of a specific use permit for Rob Corbello. This request is for a storage building with a variance for size to be located on lot 278 of The Shores on Richland Chambers Phase I. Mr. Corbello was not present to answer questions from the board, motion to table by Commissioner Irvine, second by Commissioner Newton, all voted aye.

Item # 5 on the agenda was consideration of a replat of part of lot 2 and lot 3 of Kirks Point subdivision by Don Magnuson. Motion to approve by Vice Chairman Moe, second by Commissioner Smith, all voted aye.

Adjourn.

#17

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Lease Agreement



Customer: NAVARRO, COUNTY OF

Bill To: COUNTY OF NAVARRO
COUNTY AUDITORS OFC
300 W 3rd Ave
Corsicana, TX 75110-4672

Install: COUNTY OF NAVARRO
COMMISSIONERS OFFICE
300 W 3rd Ave
Corsicana, TX 75110-4672

Tax ID#: 1

Negotiated Contract : 071712302

Solution			
Item	Product Description	Agreement Information	Trade Information
1. WC7425P (WC7425P PRINTER)	<ul style="list-style-type: none"> - Single Line + Ifax - 3-hole Punch(fin-lx) - Ofc Finisher Lx - 3 Tray Mod - Scanning Enabl Kit - Customer Ed 	Lease Term: 60 months Purchase Option: FMV	- Xerox WCP232 S/N URR895610 Trade-In as of Payment 38
			Requested Install Date: 7/23/2010

Monthly Pricing				
Item	Price	Print Charges		Maintenance Plan Features
1. WC7425P	\$323.93	1: Meter 1	1 - 2,500	- Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Meter 2	2,501+ All Prints	
Total	\$323.93	Minimum Payments (Excluding Applicable Taxes)		

Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page


Signer: H. M. DAVENPORT, Jr. Phone: (903)654-3030

Signature: [Handwritten Signature] Date: 7-12-10

Thank You for your business!
 This Agreement is proudly presented by Xerox and

Peggy Rush
 (903)675-3464

For information on your Xerox Account, go to
www.xerox.com/AccountManagement



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STATE OF TEXAS

COUNTY OF NAVARRO

PRECINCT NO. 1

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ANNUAL ROAD REPORT

1. Condition of each road, culvert and bridge in the precinct:

To the best of my knowledge all roads, culverts, and bridges are in reasonable condition. On CR NE 3220 a wooden bridge is currently closed. This bridge is located on a dirt road. The State may replace this bridge.

2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year:

Approximate figure of \$1,200,000.00

3. Number of traffic control devices in the precinct defaced or torn down:

Approximate number of 105

4. Any new road that should be opened in the precinct:

None at this time

5. Any bridges, culverts or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements:

Estimate of \$60,000.00 for bridges and culverts only

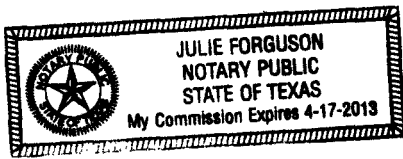
All foregoing responses are submitted to the best of the Precinct Commissioners' knowledge.

Submitted by the undersigned on this 24th day of June, 2010.

Kid Heerington
Navarro County Commissioner, Precinct 1

Subscribed and sworn to, before me, the undersigned authority, this 24th day of June, 2010.

Julie Ferguson
Notary Public, State of Texas



Julie Ferguson
Printed Name:

COPY

ANNUAL ROAD REPORT

1. Condition of each road, culvert and bridge in the precinct:

10 - 13 inches of rain in the Spring of 2009 and 2010, damaged many of the gravel roads and permeated the road base. Many of the chip sealed roads were heavily damaged. We continue to work steadily to maintain the 300 miles of road in Precinct Two and to offset the impact of repeated floods. Majority of the roads, bridges, culverts and parts there in are in reasonably good condition.

2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year:

Approximately \$2 M

3. Number of traffic control devices in the precinct defaced or torn down:

At the present...none. But it is a weekly job to maintain signage. Signs are constantly shot, beat with hard objects, written on, etc. Signs are also stolen.

4. Any new road that should be opened in the precinct.

None

5. Any bridges, culverts or other improvements necessary to place the precinct roads in good condition and the probable cost of the improvements.

Weather will dictate the majority of the coming year's efforts. We've already began replacing rock throughout the precinct and repairing drainage issues. NRCS (Natural Resources Conservation Service) is helping the county by building head walls at culverts/bridges that were damaged by the floods.

All foregoing responses are submitted to the best of the Precinct Commissioner's knowledge.

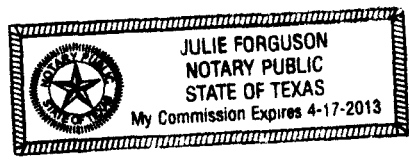
Submitted by the undersigned on this 7th day of July, 2010.

Keith D. Holt
Navarro County Commissioner, Precinct 2

Subscribed and sworn to, before me, the undersigned authority, this 7th day of July, 2010.

Julie Forgyson
Notary Public, State of Texas

Julie Forgyson
Printed Name



STATE OF TEXAS
COUNTY OF NAVARRO
PRECINCT NO. 3

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ANNUAL ROAD REPORT

1. Condition of each road, culvert and bridge in the precinct:

Roads are in fair condition, passable.
Culverts are good, safe to travel over.
All bridges are good condition, wooden decks need to be upgraded.
Estimated cost. \$25,000.00 to \$30,000.00 per bridge.

2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year:

Approximately \$1,500,000.00

3. Number of traffic control devices in the precinct defaced or torn down:

Approximately 20 signs

4. Any new road that should be opened in the precinct:

None

5. Any bridges, culverts or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements:

Two bridges at approximately \$50,000.00

All foregoing responses are submitted to the best of the Precinct Commissioners' knowledge.

Submitted by the undersigned on this 24th day of June, 2010.

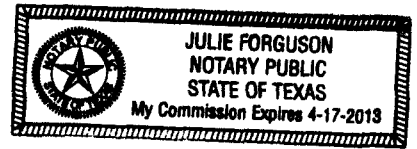
David R. Wover

Navarro County Commissioner, Precinct 3

Subscribed and sworn to, before me, the undersigned authority, this 24th day of June, 2010.

Julie Forgyson

Notary Public, State of Texas



Julie Forgyson
Printed Name:

STATE OF TEXAS

COUNTY OF NAVARRO

PRECINCT NO. 4

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ANNUAL ROAD REPORT

- 1. Condition of each road, culvert and bridge in the precinct:

The majority of our roads, culverts, and bridges are in good condition. However, because of budget constraints and recent flooding, there are some currently in poor condition.

- 2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year:

We will have about \$1 million in our road and bridge budget for Precinct 4. However, it would take about \$1.5 million to properly maintain roads, culverts and bridges.

- 3. Number of traffic control devices in the precinct defaced or torn down:

Replacing traffic devices is an ongoing challenge. We always have 5 to 10 signs that are either defaced or torn down.

- 4. Any new road that should be opened in the precinct:

No

- 5. Any bridges, culverts or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements:

We currently have ten culverts on our work order that are in need of replacement. There are about 20 more that will be necessary to replace. We built two bridges this year. There are no plans to build any this coming year. As a result of flooding in early June, we are replacing road material on many of our roads. The estimated cost of repairs and improvements on culverts, bridges and roads will be about \$ 300,000.00

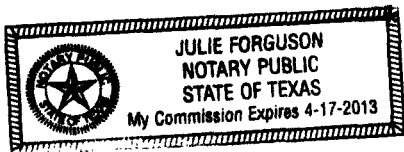
All foregoing responses are submitted to the best of the Precinct Commissioners' knowledge.

Submitted by the undersigned on this 8th day of July, 2010.

James Olson
Navarro County Commissioner, Precinct 4

Subscribed and sworn to, before me, the undersigned authority, this 9 day of July, 2010.

Julie Ferguson
Notary Public, State of Texas



Julie Ferguson
Printed Name:

**TAC HEBP Member Contact Designation
Navarro County**

Contracting Authority

As specified in the Interlocal Participation Agreement, each Member hereby designates and appoints, as indicated in the space provided below, a Contracting Authority of department head rank or above and agrees that TAC HEBP shall NOT be required to contact or provide notices to ANY OTHER person. Further, any notice to, or agreement by, a Member's Contracting Authority, with respect to service or claims hereunder, shall be binding on the Member. Each Member reserves the right to change its Contracting Authority from time to time by giving written notice to HEBP.

Name Honorable Ruby G. Coker
Title Treasurer
Address 300 West Third Avenue, Suite 17
Corsicana, TX 75110
Phone (903) 654-3090
FAX (903) 875-3391
Email rcoker@navarrocounty.org

Primary Contact

HEBP's main contact for daily matters pertaining to the health benefits.

Name Ms. Jane McCollum
Title Assistant Treasurer
Address 300 West Third Avenue, Suite 10
Corsicana, TX 75110
Phone (903) 654-3087
FAX
Email jmccollum@navarrocounty.org

Billing Contact

Responsible for receiving all invoices relating to HEBP products and services.

Name Honorable Ruby G. Coker
Title Treasurer
Address 300 West Third Avenue, Suite 17
Corsicana, TX 75110
Phone (903) 654-3090
FAX (903) 875-3391
Email rcoker@navarrocounty.org

HIPAA Secured FAX number

 **Date:** 7-12-10

Signature of County Judge

H.M. Davenport, Jr.

Please PRINT Name and Title

The Texas Association of Counties would like to thank you for your membership in the only all county-owned and county directed Health and Benefits Pool in Texas.



TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

Renewal Credit


2010 – 2011 RENEWAL CREDIT CONFIRMATION Navarro County – GROUP #66504

Navarro County is eligible to receive a renewal credit for the 2010-2011 plan year, effective on your anniversary date. Upon renewing your health plan with TAC HEBP, beginning on your effective date, each monthly bill will reflect a credit for 1/12th of the total below:

\$28,080


Please sign below indicating the Commissioners Court or Board approval to receive the renewal credit for 2010-2011.

Signature of County Judge or Contracting Authority:

 _____ **Date:** 7-12-10

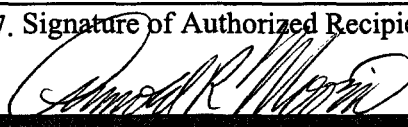
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Executive Office of the President Office of National Drug Control Policy		AWARD Grant	Page 1 of 1
1. Recipient Name and Address Judge H. M. Davenport Navarro County Sheriff's Office 300 W 3rd Avenue Corsicana, TX 75110		4. Award Number: G10NT0001A	
		5. Grant Period: From 01/01/2010 to 12/31/2011	
1A. Subrecipient IRS/Vendor No.	6. Date: 6/1/2010	7. Action	
Subrecipient Name and Address	8. Supplement Number 1	Initial	
		<input checked="" type="checkbox"/> Supplemental	
2A. Subrecipient IRS/Vendor No.:	9. Previous Award Amount:	\$2,293,800.00	
3. Project Title	10. Amount of This Award:	(\$3,676.00)	
Multiple	11. Total Award:	\$2,290,124.00	
12. Special Conditions (check, if applicable) The above Grant is approved subject to such conditions or limitations as are set forth in the original grant agreement.			
13. Statutory Authority for Grant: Public Law 111-117			
14. Typed Name and Title of Approving Official Arnold R. Moorin National HIDTA Director		15. Typed Name and Title of Authorized Official H. M. Davenport Judge Navarro County Sheriff's Office	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient/Date	
18. Accounting Classification Code DUNS: 071371363 EIN: 1756001092A1		19. HIDTA AWARD OND10B3SE1011 OND2000000 OC 4100 JID: 21211	

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Executive Office of the President Office of National Drug Control Policy		AWARD Grant	Page 1 of 1
1. Recipient Name and Address Judge H. M. Davenport Navarro County Sheriff's Office 300 W 3rd Avenue Corsicana, TX 75110		4. Award Number: G09NT0001A	
		5. Grant Period: From 01/01/2009 to 12/31/2010	
1A. Subrecipient IRS/Vendor No.	6. Date: 4/9/2010	7. Action	
Subrecipient Name and Address	8. Supplement Number 23	Initial	
		<input checked="" type="checkbox"/> Supplemental	
2A. Subrecipient IRS/Vendor No.:	9. Previous Award Amount:	\$2,332,457.00	
3. Project Title	10. Amount of This Award:	\$16,000.00	
Multiple	11. Total Award:	\$2,348,457.00	
12. Special Conditions (check, if applicable) The above Grant is approved subject to such conditions or limitations as are set forth in the original grant agreement.			
13. Statutory Authority for Grant: Public Law 111-8			
14. Typed Name and Title of Approving Official Arnold R. Moorin National HIDTA Director		15. Typed Name and Title of Authorized Official H. M. Davenport Judge Navarro County Sheriff's Office	
16. Signature of Approving ONDCP Official		17. Signature of Authorized Recipient/Date 	
18. Accounting Classification Code DUNS: 071371363 EIN: 1756001092A1		19. HIDTA AWARD OND10B3SE0910 OND2000000 OC 4100 JID: 20443	

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Texas Comptroller of Public Accounts
 Fiscal Management

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Transportation Mileage in personal vehicle

Mileage rate

A state employee is entitled to be reimbursed for mileage incurred to conduct state business. Texas Government Code Section 660.041 The reimbursement may not exceed the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate. Texas Government Code Section 660.042 The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle. A state agency is not required to reimburse employees at the maximum rate. A state agency may specify a mileage reimbursement rate that is lower than the maximum allowable rate per mile under TEX. GOV'T CODE ANN. §660.007(b). The agency must notify affected individuals in writing about the lower rate before implementing it.

Route determination

The number of reimbursable miles may not exceed the number of miles of the most cost-effective reasonably safe route between two duty points. In determining the most cost-effective reasonably safe route, a state agency may consider the route that provides the shortest distance, the quickest drive time or the safest road conditions.

A member of the Legislature may only receive mileage reimbursement for the most cost-effective route.

Mileage calculation

The number of miles traveled by an employee for state business may be determined by point-to-point itemization. Point-to-point mileage may be documented by an employee's vehicle odometer reading or by a readily available online mapping service. An agency must adopt by internal policy one online mapping service to be used by agency employees. The itemization must be sufficiently detailed for the agency reimbursing the mileage to verify the number of miles.

Note: An increase in the number of miles incurred due to an employee receiving inadequate directions or being lost is not reimbursable.

Travel between residence and an airport

The agency may determine when it is appropriate to reimburse an employee for mileage between a residence and an airport.

Mileage incurred to transport an employee to and from the airport

An agency may determine when it is appropriate to reimburse the mileage costs associated with transporting an employee to (two-way trip) and from (two-way trip) the airport. The mileage reimbursement is limited to the cost of one two-way trip to and from the airport in the employee's personal vehicle plus parking at the airport.

TRAVEL

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NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

I. TRAVEL POLICIES

County employees, officials or department heads, traveling out-of-county on official county business, will be reimbursed for such travel upon submitting the appropriate travel expense report to the County Auditor. ***This Travel Policy applies to travel that includes an overnight stay out of town.***

The County will reimburse the state per diem rate for meals. The state reimbursement rate is currently \$36/day. For travel outside of the state of Texas, The County will reimburse the IRS M&IE Rate found in IRS Publication 1542. On the first and last day of travel, the reimbursement will be 75% of the per diem rate.

The County will reimburse actual expenses incurred for lodging. Original itemized receipts to document lodging expenses must be attached to the appropriate travel expense report in order to receive reimbursement. ***Lodging expenses will not be paid without an original itemized receipt.***

The County will reimburse actual other travel expenses only if receipts are submitted with the travel expense report. ***Other travel expenses will not be paid without an original itemized receipt.***

The County will reimburse actual expenses on travel by air, bus or train at the lowest possible refundable rates. ***All travel by air must be made utilizing the State Travel Management Program (STMP) contract.*** The passenger's copy of the original ticket for travel by bus or train must be submitted with the travel expense report.

The county will reimburse for use of a personal auto on the basis of the rate used by the State of Texas, currently \$0.50/mile, on the shortest route to and from each destination. ***Point-to-point mileage must be documented either by an employee's beginning and ending vehicle odometer readings or by googlemaps.com online mapping service using the Navarro County Courthouse as the point of origin and the exact address of the destination as the ending point.*** The use of the automobile for which reimbursement is sought must be for the benefit of the citizens of Navarro County and within the assigned duties of the person requesting reimbursement.

The following expenses will not be reimbursed:

- Personal telephone calls;
- Personal internet service;
- Spouse's lodging, meals or conference registration;
- Movies, video games or other similar entertainment;
- Cleaning or laundry;
- Other personal items, i.e. books, magazines, toiletries, etc.

It will be the responsibility of each Department to utilize budgeted travel funds for official County business only. These funds are budgeted for the purpose of allowing officials and employees to attend various association meetings, training seminars, educational seminars and required law enforcement travel relating to prisoners and probationers.

It will be the responsibility of each Official or Department Head to see to the strict enforcement of this policy. By signing the travel expense report, the Official or Department Head is certifying that the travel for which reimbursement is being sought was properly authorized and the report and accompanying receipts have been examined and are reasonable.

Out-of-county travel expense reimbursement may be requested in two (2) ways:

- In advance – advance registration, hotel reservations or cash travel advance; or

**NAVARRO COUNTY, TEXAS
POLICY AND PROCEDURES MANUAL**

- After travel has occurred.

The guidelines for completing the appropriate report for each type of reimbursement are outlined on the following pages.

**NAVARRO COUNTY, TEXAS
POLICY AND PROCEDURES MANUAL**

II. ADVANCE TRAVEL EXPENSE REQUEST

The *Advance Travel Expense Request* form should be used when travel expenses are required in advance of the actual date on which the travel will occur.

This form should be completed as follows:

NAME – Enter the name of the person requesting the travel advance.

DEPARTMENT – Enter the name of the department where the travel expenses will be charged.

PURPOSE OF TRAVEL – Enter the reason for the travel (name of conference, seminar, etc.) and the destination.

NOTE: A copy of the registration form or descriptive literature must accompany the travel advance request before the County Auditor will approve it for disbursement.

TYPE OF ADVANCE REQUIRED – Mark the appropriate block to indicate the type of advance requested, i.e. advance registration, hotel reservations, cash travel advance or other. Please provide an explanation in the space provided if *Other* is marked.

A separate *Advance Travel Expense Request* form should be completed for each type of advance being requested.

NOTE: Travel advance requests for registration or hotel reservations will be mailed directly from the County Auditor’s Office unless other arrangements are made with the County Auditor.

TOTAL AMOUNT REQUESTED – Enter the amount of the expense advance requested.

DATE ADVANCE REQUIRED – Enter the date on which the travel advance is required.

NOTE: Travel advance requests should be submitted to the County Auditor’s Office at least two (2) working days prior to the date the travel advance is required.

TOTAL AMOUNT REQUESTED – Enter the amount of the travel advance being requested.

PAYABLE TO – Enter the name and address of the person, vendor or entity to which the advance check should be made payable. If the check is to be made payable to a county employee, the address is not required.

SIGNATURES – The employee requesting the advance should sign and date the travel advance request in the designated area at the bottom of the form. The Official or Department Head should sign and date the travel advance request in the designated area at the bottom of the form to signify approval of the request. If the travel advance is being requested by an Official or Department Head, a signature is only required in the area designated for the Officeholder’s signature.

In order to be approved to receive travel advances, you must submit completed travel reports with all related receipts attached to the County Auditor’s Officer no later than fifteen (15) days from the date you return from your trip

**NAVARRO COUNTY, TEXAS
POLICY AND PROCEDURES MANUAL**

**NAVARRO COUNTY
ADVANCE TRAVEL EXPENSE REQUEST**

NAME: _____ DEPARTMENT: _____

PURPOSE OF TRAVEL: _____

TYPE OF ADVANCE REQUIRED (Check One):

- Advance Registration
- Hotel Reservation
- Cash Advance
- Other _____

TOTAL AMOUNT REQUESTED: \$ _____

DATE ADVANCE REQUIRED: _____

PAYABLE TO (Name & Address): _____

NOTE:

In order to receive an advance on travel expense, this form must be completed and submitted to the County Auditor's Office at least two (2) working days prior to departure. Upon return to the County, a *Report of Personal Expenses and Request for Reimbursement* form must be completed and submitted to the County Auditor's Office with all necessary receipts attached along with any refund due the County or request for reimbursement of additional expenses incurred.

The undersigned certifies that the information contained herein is true and correct, is reasonable and within the employee's normal job assignment and necessary for County business.

EMPLOYEE SIGNATURE DATE OFFICEHOLDER SIGNATURE DATE

COUNTY AUDITOR'S OFFICE ONLY

ACCT. NO.: _____ APPROVED: _____

**NAVARRO COUNTY, TEXAS
POLICY AND PROCEDURES MANUAL**

III. AIR TRAVEL

All air travel must be made utilizing the State Travel Management Program (STMP) contract. The STMP contract airline fare authorization form must be completed and submitted to the County Auditor's office for approval.

Air travel by any other means will not be reimbursed unless approved in advance of travel by the County Auditor.

The STMP contract airline authorization request should be completed as follows:

NAME: Full name as it appears on the traveler's driver license.

DEPARTMENT – Enter the name of the department where the travel expenses will be charged.

PURPOSE OF TRAVEL – Enter the reason for the travel (name of conference, seminar, etc.)

NOTE: A copy of the registration form or descriptive literature must accompany the air travel advance request before the County Auditor will approve it.

DESTINATION: The city/state to which you are traveling.

DEPARTURE DATE: The mm/dd/yy you desire to depart.

DEPARTURE TIME: Check the approximate time. (Morning, Noon to 6:00 p.m., or anytime)

RETURN DATE: The mm/dd/yy you desire to return.

RETURN TIME: Check the approximate time. (Morning, Noon to 6:00 p.m., or anytime)

NOTE: Departure/return times will be provided by the travel agent for you to review before booking the flight.

SIGNATURES – The employee requesting the advance should sign and date the travel advance request in the designated area at the bottom of the form. The Official or Department Head should sign and date the travel advance request in the designated area at the bottom of the form to signify approval of the request. If the travel advance is being requested by an Official or Department Head, a signature is only required in the area designated for the Officeholder's signature.

NOTE: Employee must carry a copy of this authorization when traveling.

Once the form has been completed, it should be forwarded to the County Auditor's office. This form should be completed at least 30 days prior to travel for all non-emergency air travel.

EMERGENCY TRAVEL OR PRISONER TRANSPORT

Emergency travel or prisoner transport can be made utilizing the STMP contract. A minimum of 24 hours is required for ticket purchase. Complete the form and hand deliver to the County Auditor's office immediately upon notification of travel.

**NAVARRO COUNTY, TEXAS
POLICY AND PROCEDURES MANUAL**

**NAVARRO COUNTY
STATE TRAVEL MANAGEMENT PROGRAM
CONTRACT AIRLINE FARE AUTHORIZATION**

NAME: _____ **DEPARTMENT:** _____

PURPOSE OF TRAVEL: _____

DESTINATION: _____

DEPARTURE DATE: _____

DEPARTURE TIME: Morning Noon to 6:00 Anytime

RETURN DATE: _____

RETURN TIME: Morning Noon to 6:00 Anytime

The undersigned certifies that the information contained herein is true and correct, is reasonable and within the employee's normal assignment and necessary for County business.

Employee Signature

Date

Officeholder Signature

Date

Note: Employee must carry a copy of this authorization when traveling.

Travel Agency Use Only

CONTRACT RATE: _____

CONFIRMATION NUMBER: _____

CONFIRMATION DATE: _____

Note: Please return this along with Itinerary

County Auditor's Office Only

AUTHORIZATION FOR TRAVEL

This is to certify that the above named individual is authorized to travel utilizing the State Travel Management Program, of which Navarro County is a participant. This individual is on official County business and travel arrangements are the responsibility of Navarro County.

Authorized County Official

Date

**CONTACT INFORMATION FOR THE COUNTY:
Office: Navarro County Auditor's Office**

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. TRAVEL EXPENSE REIMBURSEMENT

The *Report of Personal Expenses Relating to County Business and Request for Reimbursement* form should be used after travel expenses have been incurred. The form should be completed as follows:

NAME – Enter the name of the person requesting reimbursement for travel expenses. The reimbursement checks will be made payable to the person indicated in this space.

DEPT. – Enter the name of the department where the travel expenses should be charged.

PURPOSE OF TRAVEL – Enter the title of the conference, seminar or other reason for travel and the destination.

PERIOD COVERED BY THIS REQUEST – Enter the dates for which reimbursement is being requested.

The section provided for itemized, daily travel expenses should be complete as follows:

DATE – List the date for each day, in order, for which travel expense reimbursement is requested.

TRAVEL FROM – Enter the city where travel began on the date when travel actually occurred.

TRAVEL TO – Enter the city that was your destination on the date when travel actually occurred.

NO. MILES – Enter the total mileage traveled, on the dates where *Travel From* and *Travel To* cities were indicated.

AIR FARE/CAR RENT – Enter the expense incurred for travel by public conveyance, i.e. air, bus, train, etc, on the dates when travel actually occurred. Do not include taxi fare in this column.

LODGING – Enter the lodging expense on the dates expenses were incurred.

MEALS – The state per diem rate for meals each day should be entered in this column. The reimbursement rate will be 75% of the state per diem rate on the first and last day of travel.

MISC – Other expenses, including tips for services other than meals, that do not fall into the defined categories should be entered in this column. The total of these expenses for each day should be added together and the total entered in this column.

DAILY TOTAL – The itemized daily amounts should be totaled for each day and that amount entered on the appropriate line for that day in this column.

TOTALS – Each column, i.e. *Air Fare/Car Rent, Lodging, Meals, Misc., Daily Total*, should be totaled and that amount entered in the space at the bottom of each column.

TOTAL MILEAGE – The column headed *No. Miles* should be totaled and the total entered in the space at the bottom of the column. Total mileage should then be multiplied by the approved reimbursement rate. That amount should be entered in the *Daily Total* column.

TOTAL EXPENSES – The daily total and the total mileage amount should be added together and that amount entered in this space.

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. TRAVEL EXPENSE REIMBURSEMENT (Cont'd)

LESS: REQUESTED TRAVEL ADVANCE – Enter the check number, date and amount of any travel advance received for hotel reservations or cash advance in the spaces provided. If no travel advance was received, leave this item blank.

REIMBURSEMENT DUE EMPLOYEE/(AMOUNT DUE COUNTY) – Subtract the travel advance check amount, if any, from the total expenses. If the result is positive, reimbursement for travel expenses is due the employee. **If the result is negative, the employee is responsible for returning that amount, with the signed, completed expense reimbursement request form to the County Treasurer.**

SIGNATURES – The employee requesting reimbursement should sign and date the report in the designated area at the bottom of the form. The Official or Department Head should sign and date the report in the designated area at the bottom of the form to signify approval of the report. If the report is being made to reimburse the Official or Department Head, a signature is required only in the area designated *Officeholder Signature*.

Once the report has been completed and original, itemized receipts have been attached for all travel expenses other than meals, it should be sent to the County Auditor’s Office for approval and reimbursement. **If the employee owes the County money, the complete report with all receipts attached as well as the amount due the County should be sent to the County Treasurer’s Office.**

Checks for reimbursement for travel expenses will be available no later than five (5) working days after the reimbursement request has been submitted and approved by the County Auditor.

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

NAVARRO COUNTY REPORT OF PERSONAL EXPENSES RELATING TO COUNTY BUSINESS AND REQUEST FOR REIMBURSEMENT

NAME: _____ DEPT: _____

PURPOSE OF TRAVEL: _____

PERIOD COVERED BY THIS REQUEST:

FROM: _____ TO: _____

DATE	TRAVEL FROM	TRAVEL TO	NO. MILES	AIRFARE/ CAR RENT	LODGING	MEALS	MISC	DAILY TOTAL
TOTALS								
TOTAL MILEAGE				TOTAL EXPENSES				
COUNTY AUDITOR'S USE ONLY				LESS: REQUESTED TRAVEL ADVANCE				
ACCT:				(CK# _____, DATE _____)				
APPR:				REIMBURSEMENT DUE EMPLOYEE /				
				(AMOUNT DUE COUNTY)				

The undersigned certifies that the information contained herein is true and correct, is reasonable, within the employee's normal job assignment, and necessary for County business.

EMPLOYEE SIGNATURE _____ DATE _____ OFFICEHOLDER SIGNATURE _____ DATE _____