

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP02096 01
 Voucher Total: \$1,364.50
 No. of Lines: 2
 T/C Hash: 411

Single Check (Y/N): _____
 Date Entered: 05/08/2008
 Entered by: AN

Preparer's Initials: AN
 Amount Spelled: ONE THOUSAND THREE HUNDRED,
 SIXTY FOUR DOLLARS AND FIFTY CENTS

Vendor Name: RICK GAMMON

Street: CONSTABLE2
 4641 COHEN AVE., STE. A
 City, State, Zip: EL PASO TX 79924

Subject: CORPUS CHRISTI, TX6/17-22/08 JP&CONSTABLE ASSOC 20

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	905.00	CONSTABLE2	6705	145	JP2008		
	Desc: CORPUS CHRISTI, TX6/17-22/08 JP&CONSTABLE ASSOC 20							
02	203	459.50	CONSTABLE2		213	000038		
	Desc: CORPUS CHRISTI, TX6/17-22/08 JP&CONSTABLE ASSOC 20							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: AUDITORS - JORGE LOPEZ TCAUD20 Date: 05/08/2008

Approved by: _____ Date: _____



PLEASE NOTE: IF MORE THAN ONE PERSON ATTENDING, LIST UP TO 10 NAMES ON THE BOTTOM

County of El Paso Travel Request Form

Handwritten: E/k 213
T/E 203 000038

Travel

Type: **ADVANCE**

Name: **RICK GAMMON** Department: **CONSTABLE, PCT. 2**
 Date of Trip: Departure **06/17/08** Arrival Date: **06/22/08** Destination: **CORPUS CHRISTI, TX**
 * Purpose of Trip: **JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION 2008 ANNUAL TRAINING CONFERENCE**

* Use of **GADMINGF** Funds requires legislative impact explanation

Department Index: **CONSTABLE2** Sub-Object: **6705 (\$1000.00) & LEOSE (\$364.50)** *000038*
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

Section 1: Guidelines for Determining Meal Rates Allowance *MOVE ARROW*

Please Check One (Departure meal rate)

on Date of Departure by After 12:00 P.M. *Constable 2* Half Rate \$ 17.50
 on Date of Departure by Before 12:00 P.M. *\$905* Full Rate \$ 35.00

Please Check One (Return meal rate)

on Date of Return by Before 5:00 P.M. *213 000038* Half Rate \$ 17.50
 on Date of Return by After 5:00 P.M. *\$ 459.50* Full Rate \$ 35.00

* \$35.00 per diem no receipts required

*(Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	\$0.00	
Auto Rental	0.00	
Mileage (.40 /mile)	336.00	<i>airfare quote</i>
Gas	0.00	
Meal rate on Departure date	35.00	
Meal per diem (\$35.00)	140.00	
Meal rate on Return date	35.00	
Lodging	678.50	
Other - Registration	140.00	
Other - Parking/Tolls	0.00	
Other - Taxi	0.00	
Other -	0.00	
Other -	0.00	
TOTAL	\$1,364.50	\$0.00

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: *Emp 02096*
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL BE REIMBURSED FROM OTHER SOURCE NO Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY **\$1,364.50** **\$0.00**
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____

NOTE: TRAVEL REQUEST FORM MUST BE SUBMITTED TO COUNTY AUDITORS- ACCOUNTS PAYABLE DIVISION BEFORE TUESDAY 12:00 PM

SIGNATURE *Rick Gammon*
 DATE: 7-May-08

C.C.O. DATE

Jorge Lopez

From: Rick Gammon
Sent: Wednesday, May 07, 2008 1:38 PM
To: Jorge Lopez
Subject: FW: Need more help...LOL
Attachments: JPCA 2008 Travel Justification.doc; JPCA 2008 Travel Request.xls

5/7/08 release
 although ~~airfare~~ is
 higher, he decided to
 go for what is
 quoted on airfare.
 as per Victor.

Jorge:

Attached are my documents for advance travel payment regarding an upcoming trip in June. If you could process these ASAP and let me know when the check is ready, I would greatly appreciate it.

Please let me know if you have any questions, particularly on the funding.

Thanks!

Rick

Rick Gammon, Constable
 El Paso County, Precinct 2
 4641 Cohen Ave., Ste. A
 El Paso, TX 79924
 (915) 757-9488 ext. 257
 (915) 751-7623 FAX
 rgammon@epcounty.com

From: Victor Perez
Sent: Tuesday, May 06, 2008 10:08 AM
To: Rick Gammon
Subject: RE: Need more help...LOL

Rick,

Travel requests are now submitted to Jorge Lopez from my staff through the utilization of the Travel Request Form and Travel Justification Form. Both of these forms are available on our office website. Our office then presents all travel requests to the Court as a component of our weekly paid claims agenda item. Let me know if you have any other questions.

Victor
Ext. 3477

From: Rick Gammon
Sent: Monday, May 05, 2008 5:47 PM
To: Victor Perez
Subject: Need more help...LOL

Victor:

Remind me...I know the rules changed, travel doesn't go straight to commissioners anymore....who's the contact in the Auditor's office for submission of travel?

thanks!

Rick

5/7/2008

Rick Gammon, Constable
El Paso County, Precinct 2
4641 Cohen Ave., Ste. A
El Paso, TX 79924
(915) 757-9488 ext. 257
(915) 751-7623 FAX
rgammon@epcounty.com

5/7/2008

El Paso County Travel Justification Form

Name: Rick Gammon

Date: June 17-22, 2008

Department: Constable Pct. 2

Job Title: Constable

Travel Funding Source: County: Grant: Other: LEOSE Funds

Will any other funds be reimbursed by another entity? NO

Travel Account No.: CONSTABLE2-6705 Balance Remaining for FY: \$1000.00

Purpose: (check one)

- Statutorily Required Training to Hold Elected Office**
Statute Reference: _____
My elected office requires _____ training hours per _____ months. I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this course? _____
- Professional or Technical Training to Maintain License / Certification**
(Peace Officers, Attorneys, CPA's, technical certifications, etc.)
- Additional Professional or Technical Training NOT Required to Maintain License or Certification**
Explain: _____
- Travel for Lobbying / Advocating Before Federal / State Legislature, Federal / State Agency, or Other Regulatory Body, Including Grant Application Advocacy**
Entity Name: _____
Purpose of Visit: _____
- Travel for Program Revenue Enhancement / Sales Opportunity**
Explain: _____
- Program Development Training**
Explain: _____
- Travel to Professional, County, or Elected Officials' Organization Meeting / Conference**
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)
Organization Name: Justices of the Peace and Constables Association of Texas 2008 Annual Training Conference, Corpus Christi, Texas. Minimum 8 hrs. training included.
- Human Resources / Management / Personal Development Training**
("Dealing With Difficult People", Stress Management, "Be a Better Leader", etc.)
- Other:** _____

Adopted by the El Paso County Commissioners Court on November 17, 2003