

Travel Request & Expense/Reimbursement Process

By Laura Castillo

To find forms go to the Raymondville Website

Click on Departments go to Business Office slide over to the arrow it will open up slide down to forms and click on it. It will open up to all forms needed.

You will find the forms that you need for

Travel

Travel Request Form

Travel Expense/Reimbursement Form

Purchasing

Standard Requisition Form

Human Resource

Absence from Duty Form

Departments

(/athletics-1)

- Athletics (<http://www.raymondvilleisd.org/athletics-1>)
- Business (<http://www.raymondvilleisd.org/business-office-0>)
- Curriculum and Instruction (<http://www.raymondvilleisd.org/ci>)
- Food Services (/child-nutrition-cafeteria)
- Human Resources (<http://www.raymondvilleisd.org/human-resources-0>)
- Instructional Technology (<http://www.raymondvilleisd.org/instructional-technology>)
- PEIMS (<http://www.raymondvilleisd.org/peims>)
- Purchasing Department (<http://www.raymondvilleisd.org/purchasing-department>)
- Special Programs (<http://www.raymondvilleisd.org/special-programs-office>)
- Superintendent's Office (<http://www.raymondvilleisd.org/risd-superintendent>)
- Tax Office (<http://www.raymondvilleisd.org/tax-office-0>)
- Technology Department (<http://www.raymondvilleisd.org/technology-department-0>)
- Transportation and Maintenance (<http://www.raymondvilleisd.org/transportation-office-0>)
- WIL-CAM (<http://www.raymondvilleisd.org/wil-cam>)

- ☐ Athletics (<http://www.raymondvilleisd.org/athletics-1>)
- ☐ Business Office (/business-office-0)
- ☐ Curriculum & Instruction Office (/ci)
- ☐ Food Services (<http://raymondvilleisd-org.setup.gaggle.net/child-nutrition-cafeteria>)
- ☐ Human Resources (/human-resources-0)
- ☐ Instructional Technology (/instructional-technology)
- ☐ PEIMS (/peims)
- ☐ Purchasing Department (/purchasing-department)
- ☐ Special Programs (/special-programs-office)
- ☐ Superintendent's Office (/risd-superintendent)
- ☐ Tax Office (/tax-office-0)
- ☐ Technology Department (/technology-department-0)
- ☐ Transportation/Maintenance Office (/transportation-office-0)
- ☐ WIL-CAM (/wil-cam)

e-mail (<https://exchange.raymondvilleisd.org/exchange>)

Educator Access (<https://eduacc.raymondvilleisd.org:444/scripts/wsisa.dll/WService=wsEApplus/seplog01.w>)

Forms

Travel

Administrative Travel Procedures Manual (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/admin._travel_proc._manual.pdf)
Field Trip Request Form (/sites/raymondvilleisd.org/files/field_trip_request_form.doc)
Hotel Accommodations (/sites/raymondvilleisd.org/files/hotel_accommodation_form.xls)
Prepayment Procedures (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/prepayment_procedures_0.pdf)
Roster of Students Receiving Meal Money (/sites/raymondvilleisd.org/files/student_meal_money_roster.xls)
✓ Travel Expense/Reimbursement (/sites/raymondvilleisd.org/files/travel_expense_reimbursement.xls)
✓ Travel Request Form (/sites/raymondvilleisd.org/files/travel_request_form.xls)

Purchasing

Letter To All Vendors (/sites/raymondvilleisd.org/files/letter_all_vendors.pdf)
P.O. Modification Form (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/p.o._modification_form_0.xls)
Purchasing Manual (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/centralscannerraymondvilleisd.org_20150831_122359_2.pdf)
Sole Source Form (/sites/raymondvilleisd.org/files/sole_source_form.doc)
✓ Standard Requisition Form (/sites/raymondvilleisd.org/files/standard_requisition_form.xls)
Vendor Request Form (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/new_vendor_request_form.pdf)
W-9 Form (/sites/raymondvilleisd.org/files/updated_w-9-jan.pdf)

Account Codes

Finance Resource Guide (/sites/raymondvilleisd.org/files/finance_resource_guide.pdf)

Manuals

Accounting Manual (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/accounting_manual.pdf)
Accounts Payable Manual (/sites/raymondvilleisd.org/files/accounts_payable_manual_-_2015-16.pdf)
Fixed Assets Manual (/sites/raymondvilleisd.org/files/fixed_assets_policy.pdf)

Budget

Budget Amendment Form (/sites/raymondvilleisd.org/files/budget_amendment_form_11-12.xls)
Budget Manual (http://www.raymondvilleisd.org/sites/raymondvilleisd.org/files/budget_manual.pdf)

Rental Agreements

Auditorium Request Form - Internal (/sites/raymondvilleisd.org/files/internal_auditorium_request.pdf)
Auditorium Agreement (/sites/raymondvilleisd.org/files/auditorium_agreement.pdf)
Campus Cafeteria Agreement (/sites/raymondvilleisd.org/files/campus_cafeteria_agreement.pdf)
Child Nutrition Kitchen Agreement (/sites/raymondvilleisd.org/files/child_nutrition_kitchen_agreement.pdf)
Child Nutrition Van Agreement (/sites/raymondvilleisd.org/files/child_nutrition_van_agreement.pdf)
Classroom Rental Agreement (/sites/raymondvilleisd.org/files/classroom_rental_agreement.pdf)
Elementary Gymnasium Agreement (/sites/raymondvilleisd.org/files/elementary_gymnasium_agreement.pdf)
HS & MS Gymnasium Agreement (/sites/raymondvilleisd.org/files/hs_ms_gymnasium_agreement.pdf)

Business Office

- **FEDERAL INFO** (/federal-info-0)
- **FINANCIALS** (/financials-0)
- **FORMS** (/forms-0)
- **LINKS** (/links-0)
- **PERSONNEL**
(<http://www.raymondvilleisd.org/personnel-1>)
- **Benefits HUB**
(<http://www.mybenefitshub.com/raymondvilleisd>)



Important Notices

Click here 

(<http://www.raymondvilleisd.org/noticesupdates>)



RISD BUSINESS OFFICE

Phone: (956) 689-8175

Fax: (956) 689-8180

Office Hours

8:00 am - 5:00 pm (Monday - Thursday)

8:00 am - 4:00 pm (Friday)

The Raymondville ISD's Business Office is responsible for financial reporting, accounting, accounts payable, accounts receivable, payroll, investing, risk management, employee benefits, fixed asset, inventory management, and elections.

-
- » Athletics (<http://www.raymondvilleisd.org/athletics-1>)
 - » Business Office (/business-office-0)
 - » Federal Info (/federal-info-0)
 - » Financials (/financials-0)
 - ✓ » Forms (/forms-0)
 - » Links (/links-0)
 - » Personnel (/personnel-0)
 - » Benefits HUB (<http://www.mybenefitshub.com/raymondvilleisd>)
 - » Notices/Updates (/noticesupdates)
 - » Curriculum & Instruction Office (/ci)
 - » Food Services (<http://raymondvilleisd-org.setup.gaggle.net/child-nutrition-cafeteria>)
 - » Human Resources (/human-resources-0)
 - » Instructional Technology (/instructional-technology)
 - » PEIMS (/peims)
 - » Purchasing Department (/purchasing-department)
 - » Special Programs (/special-programs-office)
 - » Superintendent's Office (/risd-superintendent)

Travel Request and Expense/Reimbursement Process

1. Must submit Travel Request attach with Travel agenda information to Principal for signature approval then to BO for approval.
2. Absent from Duty form must be submitted to Principal.
3. Travel Expense/Reimbursement Form must be filled out attach with agenda stating no meals provided and mileage with mileage report from mapquest must be sent to Christy for approval.
4. Requisition must be done for any fees that need to be paid like registration fees, meals, mileage. After approval from Principal enter into skyward for approvals and you will get a purchase order.
5. Payment when sending for payment to Annabelle must have the following attached to PO invoice if any, Travel request form, agenda, travel map.

#1 Travel Request



Raymondville Independent School District

TRAVEL REQUEST FORM

PLEASE COMPLETE ALL APPLICABLE BLANKS

Name (Print): Julie E. Cortez Date: 9/22/2015

Campus: Pittman Elementary Date(s) of Travel: October 12 & 13 2015

Conference/Meeting Title: New Certification for vision and hearing

Conference/Meeting Location: TDH Services building, 601 Sesame Drive, Harlingen, TX 78550

Campus Improvement Plan: Goal 2 obj 6.6 pg 46, Goal 2 obj 6.5 pg 4

How will attendance benefit participant(s): Vision and Hearing will be used to provide health services to students.

Special request (car rental, hotel, airfare, etc.): N/A

Estimated Cost: ~~110~~ 81.14

Funding Source: 199-E-33-6411-00-102-0-99-000

Please Include Budget Account Code to be used.

Approval of Campus Principal/Dept. Head, Federal Programs Director, Curriculum Director and Superintendent are required before any arrangement or commitments for travel are made. The information requested above is to be provided and will be used in deciding to approve or reject the request.

Approval for attendance is partially contingent upon the employee's willingness to share the knowledge or skill gained while attending this conference/meeting. His/her signature indicates he/she agrees to share this information during in-service, as requested. A Travel Reimbursement Form must also be completed and submitted to Supervisor before each travel occurrence, by the person doing the traveling.

Julie E. Cortez
Employee Signature

9/22/15
Date

Subma B. Dora
Principal/Dept. Head Approval

9/23/15
Date

Federal Program Director's Approval

Date

Curriculum Director's Approval

Date

TO BE COMPLETED BY CENTRAL OFFICE

☐ Approve ☐ Disapproved

[Signature]
Superintendent's Signature

Date

Please remember to always attach any supporting documentation necessary.

Updated 6/4/2014

Julie E. Cortez

From: Abeyta, Karin (DSHS) [Karin.Abeyta@dshs.state.tx.us]
Sent: Wednesday, September 23, 2015 2:52 PM
To: Julie E. Cortez
Subject: RE: Vision and Hearing Screening

Ms. Cortez,

I have signed you up for the class and included the invitation below.

Thank you.

Karin Abeyta, MPA
Vision, Hearing and Spinal Screening Coordinator
Health Screening Group
Department of State Health Services
(956) 421-5583
Karin.abeyta@dshs.state.tx.us



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Vision Certification Class.....10/12/15 _____ Time 9:00 am to 3:00 pm.

Hearing Certification Class10/13/15 _____ Time 9:00 am to 3:00 pm

Site:
Department of State Health Services
601 W. Sesame Drive
Harlingen, TX 78550

***For any schedule change or cancellation call the
Harlingen office at: (956) 421-5583***

Your request to attend the above class has been confirmed. Classes will start promptly at 9:00 am. Please arrive at 8:45 to get set up. Please also call 48 hours ahead of the scheduled class if you are not able to attend.

If you have access to an audiometer please bring it with you to the Hearing certification.

Persons responsible for educational programs should be deeply concerned with sensory and/or physical impairments in preschool aged children that may limit or delay development. Your interest in becoming a certified screener is greatly appreciated. We look forward to meeting with you and assisting you in accomplishing your certification.

Sincerely,
Karin Abeyta
Vision & Hearing Program Coordinator
956-421-5583

ATTENTION:
NO FOOD OR DRINKS ALLOWED IN
CONFERENCE ROOM.

For Direction; ONLY...call our Switchboard Operator at (956-423-0130)

From: Julie E. Cortez [<mailto:cortezje@raymondvilleisd.org>]
Sent: Tuesday, September 22, 2015 10:20 AM
To: Abeyta,Karin (DSHS)
Subject: Vision and Hearing Screening

Hello Mrs.Abeyta,
My name is Julie Cortez, LVN and I wanted to sign up for the New Certification class that is scheduled for October 12&13 2015. If you can email me the agenda or any other information so I can register for the certification.

Thank you in advance,
Julie Elisa Cortez, LVN
956-689-8173 Ext.4206
Pittman Elementary
Raymondville Tx.78580

Julie E. Cortez

From: Clinton, Benjamin A.
Sent: Monday, September 21, 2015 3:54 PM
To: Lucio, Cynthia Y.
Cc: Juarez, Amy; Julie E. Cortez; Cantu, Aida; Buse, Patricia
Subject: RE: Classes for Vision and Hearing Screening certification

Cynthia,

Thank you for the update. I would like for each nurse to make sure that they sign up for the appropriate recertification workshop as needed. Make sure that all appropriate paperwork is done through the campus.

Benjamin Clinton
Special Programs Director
Raymondville Independent School District
clintonb@raymondvilleisd.org
(956)689-8181

CONFIDENTIALITY NOTICE: This email & attached documents may contain confidential information. All information is intended only for the use of the named recipient. If you are not the named recipient, you are not authorized to read, disclose, copy, distribute or take any action in reliance on the information and any action other than immediate delivery to the named recipient is strictly prohibited. If you have received this email in error, do not read the information and please immediately notify sender by telephone to arrange for a return of the original documents. If you are the named recipient you are not authorized to reveal any of this information to any other unauthorized person. If you did not receive all pages listed or if pages are not legible, please immediately notify sender by phone. This message may be subject to disclosure under the Open Records Act.

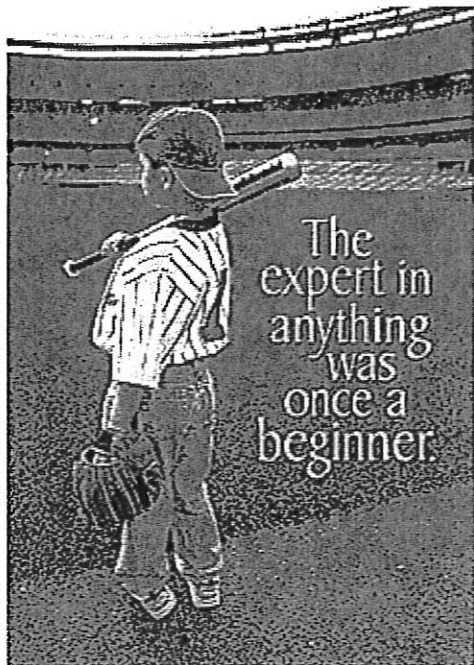
From: Lucio, Cynthia Y.
Sent: Monday, September 21, 2015 3:49 PM
To: Clinton, Benjamin A.
Cc: Juarez, Amy; Julie E. Cortez
Subject: FW: Classes for Vision and Hearing Screening certification

Mr. Clinton,

The following is information regarding Vision and Hearing Screening certification. I myself need recertification, currently mine does not expire until December 31, 2015.

Julie will need to get a new certification in order to be able to do her health screenings (with our help of course) , Amy and I have discussed doing health screenings at the end of October for LC Smith. We mentioned possibly doing Pittman health screenings early November still to allow time to be able to send out any referrals prior to Thanksgiving break.

Cynthia Y. Lucio, LVN
School Nurse
L.C. Smith Elementary
419 FM 3168
956-689-8172 Ext. 4408
Raymondville, Texas



From: Abeyta, Karin (DSHS) [<mailto:Karin.Abeyta@dshs.state.tx.us>]
Sent: Monday, September 21, 2015 11:40 AM
To: Lucio, Cynthia Y.
Subject: Classes for Vision and Hearing Screening certification

Ms. Lucio,

Thank you for talking with me earlier about class for recertification and new certification for Vision and Hearing screenings.

For new, basic certification there is a two day class, one being about Vision and the other about Hearing. The next scheduled dates for those are ~~October 12-13~~ and November 16-17.

For the recertification we have a one day class to recertify for both Vision and Hearing and those dates are October 29 and November 18.

All of these classes are held in Harlingen at the Department of State Health Services office.

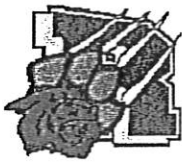
As I mentioned before we do not currently have a class for spinal screening scheduled however if you would like I can add your contact information to our database so as soon as one is available I will contact you. A side note: Registered Nurses (RN) do not have to be recertified for Spinal screening.

Please let me know if you have any other questions.

Thank you.

Karin Abeyta, MPA
Vision, Hearing and Spinal Screening Coordinator
Health Screening Group
Department of State Health Services
(956) 421-5583
Karin.abeyta@dshs.state.tx.us

#2 Absent from Duty



RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

ABSENCE FROM DUTY REPORT

2015-2016

Campus Pittman

Employee Name Julie Cortez

Reason for Absence School Bus. - Certification

Date(s) of Absence Oct. 12-13, 2015

Number of Days Absent 2

Date 9/22/15 Employee's Signature Julie E. Cortez

I certify that _____ was unable to perform his/her duties from

_____ to _____ for the following reasons: _____

Date _____ Physician's Signature _____

NOTE: Each employee must submit one (1) copy of **ABSENCE FROM DUTY REPORT** to his/her principal or supervisor immediately after returning to duty. A written statement from the attending physician or practitioner certifying the employee was unable to work must be submitted for an absence of more than 5 continuous workdays. This statement should appear either on this form or be attached securely hereto.

TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

<u>Absence to be charged in order of usage:</u>	<u>DAYS</u>	<u>BALANCE</u>	
<i>All Personnel:</i>			
Local Sick Leave (LPL) [See DEC (Local) p. 2 of 4]	_____	_____	(5 days per year – days are accumulative to a maximum of 30 days – effective 2009-2010 SY Nondiscretionary – only sick leave)
Prior State Sick Leave (SSL)	_____	_____	(Prior State Leave accumulated prior to 1995 Nondiscretionary – only sick leave)
State Personal Leave (SPL)	_____	_____	(5 days per year – days are accumulated Discretionary or Nondiscretionary)
Vacation, Non-Duty Day, PD. Holiday	_____	_____	(Days are not accumulative)

Loss of Full Day's Pay _____ @ _____ per day Total Amount Deducted \$ _____

NAME OF SUBSTITUTE(S)

DATE(S) SUBSTITUTE(S) WORKED

none

Subma B. Danta

Signature of Supervisor

Signature of Superintendent

#3 Travel Expense/Reimbursement Form



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Travel Expense/Reimbursement Form

Employees Name JULIE CORTEZ Position PITTMAN ELEMENTARY NURSE
Purpose of Trip CERTIFICATION FOR VISION & HEARING
Dates of Meeting From: 12-Oct-15 To: 13-Oct-15
Location HARLINGEN, TX
City, State

Time
Departure from District
Date: 10/12-13/2015 AM OR PM AM Use Drop Down to Select One
Time: 7:30
Return to District
Date: 10/12-13/2015 AM OR PM PM Use Drop Down to Select One
Time: 4:00

Transportation: Personal Auto Miles
Note: Must attach a copy of Electronic Mileage Report. 104.68 0.565 \$ 59.14
Click on: www.mapquest.com (For Directions and Mileage)

Per Diem: (Complete this section for Meals)
Receipts are NOT required.
of Meals
Overnight/Day: - Day of Departure
- Full Days
- Day of Return
Breakfast 7am-9am Per Diem \$ 7.00
Lunch 11am-2pm Per Diem \$ 11.00
Dinner 4pm-6pm Per Diem \$ 18.00
\$ 36.00
\$ 7.00 \$ 11.00 \$ 18.00 \$ 36.00
\$ 7.00 \$ 11.00 \$ 18.00 \$ 36.00
Note: See Administrative Travel Procedures Manual for time table for meals. PG 7
\$ 22.00

Other Expenses: (Explain and attach receipts)
\$ -
\$ -
\$ -
Total \$ -

Additional Notes:
Please note the District will not reimburse any meals provided by the Conference/Training.
Also, attach a copy of the agenda or itinerary.
Grand Total - All Expenses \$ 81.14
Less: Advance Check (Overnight Per Diem Only) \$ -
Amount Due Employee/RISD \$ 81.14

I certify that I am aware and understand District policies contained in the Business Office Administrative Travel Procedures Manual and that this claim is made in accordance with these policies. All travel time spent at destination was on official school business. I also certify that all meal reimbursements on this request were based on actual costs not to exceed the per diem rates.
Date Filed: 29-Sep-15 Signature of Traveler Julie E. Cortez
Check to be made to: JULIE CORTEZ Account to be charged: 199 E 33 6411 00 102 0 99 000
Print Name of Traveler
APPROVAL - BUSINESS OFFICE [Signature] APPROVED BY: Aulema G. Lawla
Signature of Person Authorizing Trip
Updated 6/5/2014



Trip to:

258 E Harris Ave

Raymondville, TX 78580

52.34 miles / 56 minutes

Notes

10/12/15 = 52.34
10/13/15 = 52.34

Totals = 104.68

Rest In Peace

With A \$350,000

Life Insurance Policy For

\$21/Month

18-25 OVER 75
26-35 Click Your Age: 66-75
36-45 56-65
46-55

Calculate New Payment

21mhinsurancename.com



258 E Harris Ave, Raymondville, TX 78580

Download
Free App

1. Start out going east on **E Harris Ave** toward **S 9th St.** [Map](#)

0.1 Mi

0.1 Mi Total

2. Take the 2nd left onto **S 10th St.** [Map](#)

S 10th St is just past S 9th St

If you reach the end of E Harris Ave you've gone a little too far

0.2 Mi

0.3 Mi Total

- 186

3. Take the 3rd right onto **E Hidalgo Ave / TX-186.** [Map](#)

E Hidalgo Ave is just past E Kimball Ave

El Camino Restaurant is on the corner

If you are on N 10th St and reach E Main Ave you've gone a little too far

0.6 Mi

0.9 Mi Total

4. Turn right onto **S US Highway 77.** [Map](#)

S US Highway 77 is just past S 16th St

China Star is on the corner

0.2 Mi

1.1 Mi Total

- SOUTH
69E

5. Merge onto **I-69E S / US-77 S** via the ramp on the left. [Map](#)

24.1 Mi

25.1 Mi Total

6. Take the exit toward **TX-499 Loop E / FM-801 W / Ed Carey Dr.** [Map](#)

0.3 Mi

25.4 Mi Total

7. Merge onto **S Expressway 83.** [Map](#)

0.1 Mi

25.6 Mi Total

- LOOP
499

8. Turn left onto **TX-499 Loop / S Ed Carey Dr.** [Map](#)

TX-499 Loop is just past Oregon St

If you reach Maggie Ln you've gone about 0.2 miles too far

0.4 Mi

25.9 Mi Total

9. Turn left onto **Sesame Dr.** [Map](#)

Sesame Dr is 0.3 miles past S Expressway 83

Whataburger is on the corner

If you reach Hale Ave you've gone about 0.1 miles too far

0.07 Mi

26.0 Mi Total

10. Turn left onto **E Sesame Dr.** [Map](#)

0.08 Mi

26.1 Mi Total



11. Take the 1st right onto **S Sesame Sq.** [Map](#)

0.09 Mi

26.2 Mi Total



12. Turn right onto **W Sesame Dr.** [Map](#)

0.02 Mi

26.2 Mi Total



13. **601 W SESAME DR** is on the left. [Map](#)

If you are on E Sesame Dr and reach Sesame Dr you've gone about 0.2 miles too far

A to B Travel Estimate: 26.20 mi - about 28 minutes



601 W Sesame Dr, Harlingen, TX 78550-7930



1. Start out going southwest on **W Sesame Dr** toward **S Sesame Sq.** [Map](#)

0.02 Mi

26.2 Mi Total



2. Take the 1st left onto **S Sesame Sq.** [Map](#)

0.09 Mi

If you reach the end of W Sesame Dr you've gone a little too far

26.3 Mi Total



3. Take the 1st left onto **E Sesame Dr.** [Map](#)

0.06 Mi

26.4 Mi Total



4. Take the 1st right onto **Sesame Dr.** [Map](#)

0.06 Mi

SONIC Drive-In is on the corner

26.4 Mi Total

If you are on W Sesame Dr and reach S Sesame Sq you've gone about 0.2 miles too far



5. Take the 1st right onto **S Ed Carey Dr / TX-499 Loop.** [Map](#)

0.3 Mi

Sonic Drive-In is on the corner

26.7 Mi Total

If you are on S Ed Carey Dr and reach Hale Ave you've gone about 0.1 miles too far



6. Take the 1st right onto **S Expressway 83.** [Map](#)

0.1 Mi

Tejano Mart is on the corner

26.9 Mi Total



7. Merge onto **I-69E N / US-77 N.** [Map](#)

24.1 Mi

51.0 Mi Total



8. Take the **TX-186** exit toward **Raymondville / Port Mansfield.** [Map](#)

0.2 Mi

51.2 Mi Total



9. Merge onto **S US Highway 77.** [Map](#)

0.1 Mi

51.4 Mi Total



10. Turn left onto **TX-186 / E Hidalgo Ave.** [Map](#)

0.6 Mi

If you are on Frontage Rd and reach County Road 3200 you've gone about 0.5 miles too far

52.0 Mi Total



11. Turn left onto **S 10th St.** [Map](#)

0.2 Mi

S 10th St is just past N 11th St

El Camino Restaurant is on the corner

If you reach S 9th St you've gone a little too far

52.2 Mi Total



12. Take the 3rd right onto **E Harris Ave.** [Map](#)

0.1 Mi

E Harris Ave is just past E Rodríguez Ave

If you reach McCharen Ave you've gone a little too far

52.3 Mi Total



13. **258 E HARRIS AVE** is on the left. [Map](#)

Your destination is just past S 9th St

If you reach S 8th St you've gone a little too far

B to C Travel Estimate: 26.14 mi - about 27 minutes



258 E Harris Ave, Raymondville, TX 78580

Julie E. Cortez

From: Abeyta, Karin (DSHS) [Karin.Abeyta@dshs.state.tx.us]
Sent: Wednesday, September 23, 2015 2:52 PM
To: Julie E. Cortez
Subject: RE: Vision and Hearing Screening

Ms. Cortez,

I have signed you up for the class and included the invitation below.

Thank you.

Karin Abeyta, MPA
Vision, Hearing and Spinal Screening Coordinator
Health Screening Group
Department of State Health Services
(956) 421-5583
Karin.abeyta@dshs.state.tx.us



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Vision Certification Class.....10/12/15 _____ Time 9:00 am to 3:00 pm.

Hearing Certification Class10/13/15 _____ Time 9:00 am to 3:00 pm

Site:
Department of State Health Services
601 W. Sesame Drive
Harlingen, TX 78550

***For any schedule change or cancellation call the
Harlingen office at: (956) 421-5583***

Your request to attend the above class has been confirmed. Classes will start promptly at 9:00 am. Please arrive at 8:45 to get set up. Please also call 48 hours ahead of the scheduled class if you are not able to attend.

If you have access to an audiometer please bring it with you to the Hearing certification.

Persons responsible for educational programs should be deeply concerned with sensory and/or physical impairments in preschool aged children that may limit or delay development. Your interest in becoming a certified screener is greatly appreciated. We look forward to meeting with you and assisting you in accomplishing your certification.

Sincerely,
Karin Abeyta
Vision & Hearing Program Coordinator
956-421-5583

ATTENTION:
NO FOOD OR DRINKS ALLOWED IN
CONFERENCE ROOM.

For Direction; ONLY...call our Switchboard Operator at (956-423-0130)

From: Julie E. Cortez [<mailto:cortezje@raymondvilleisd.org>]
Sent: Tuesday, September 22, 2015 10:20 AM
To: Abeyta,Karin (DSHS)
Subject: Vision and Hearing Screening

Hello Mrs.Abeyta,
My name is Julie Cortez,LVN and I wanted to sign up for the New Certification class that is scheduled for October 12&13 2015. If you can email me the adgenda or any other information so I can register for the certification.

Thank you in advance,
Julie Elisa Cortez,LVN
956-689-8173 Ext.4206
Pittman Elementary
Raymondville Tx.78580

#4 Requisition



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Name of Company: JULIE CORTEZ

Address:

RAYMONDVILLE, TX 78580

Quote #: _____

Bid/Co-Op #: _____

Rep: _____

Phone #: 956.746.6568

Fax #: _____

Quantity	Catalogue No.	Description	Unit Price	Total
		GOAL 2 OBJ 6.5 PG 46 OR		\$ -
		GOAL 2 OBJ 6.6 PG 46		\$ -
		MILEAGE & MEALS		\$ -
		REIMBURSEMENT EXPENSE		\$ -
		FOR PITTMAN ELEMENTARY		\$ -
		NURSE JULIE CORTEZ TO ATTEND		\$ -
		CERTIFICATION FOR VISION &		\$ -
		HEARING WORKSHOP AT		\$ -
		DEPARTMENT OF STATE HEALTH		\$ -
		SERVICES IN HARLINGEN, TX ON		\$ -
		OCT. 12-13, 2015.		\$ -
				\$ -
104.68		MILEAGE AROUND TRIP FOR	0.57	\$ 59.14
		OCT. 12-13, 2015. (52.34 x 2 = 104.68)		\$ -
				\$ -
2		LUNCH MEALS FOR	11.00	\$ 22.00
		OCT. 12-13, 2015		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Subtotal	\$ 81.14
			S & H	-
			Total	\$ 81.14

Requester's Signature:

Julie E. Cortez

113130

☐ Request Approved

☐ Request Denied

Administrator's Signature:

Aulema G. Danks

Disbursements From Following Accounts:

Amount

199 E 33 6411 00 102 0 99 000	81.14
Total Disbursements	\$ 81.14

#5 Payment

PO DATE

10/08/2015

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT



PAGE 1 OF 1

PURCHASE ORDER NUMBER

1021600040

COPIES:

WHITE ACCOUNTING
COLOR CAMPUS
PRINTED 10/12/2015

VENDOR KEY : CORTEJUL003
SHIP DATE : 10/05/2015
FISCAL YEAR : 2015-2016
ENTERED BY : CASTILAU000
ORIGINAL REQ# : 0000113130

VENDOR:
CORTEZ, JULIE

RAYMONDVILLE, TX 78580

SHIP TO:
RAYMONDVILLE ISD
420 FM 3168
RAYMONDVILLE, TX 78580

PHONE: (956) 746-6568

ATTN: LAURA CASTILLO/PITTMAN ELEMENTARY

PAID
FILE COPY
10/13/2015

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		GOAL 2 OBJ 6.5 PG 46 OR GOAL 2 OBJ 6.6 PG 46. MILEAGE & MEALS REIMBURSEMENT EXPENSE FOR PITTMAN ELEMENTARY NURSE JULIE CORTEZ TO ATTEND CERTIFICATION FOR VISION & HEARING WORKSHOP AT DEPARTMENT OF STATE HEALTH SERVICES IN HARLINGEN, TX ON OCT 12-13, 2015.		
1	MILES	MILEAGE AROUND TRIP FOR OCT 12-13, 2015. (52.34 X 2 = 140.68 MILES, 140.68 X .565 =\$59.14)	59.14000	59.14
2	Meals	LUNCH MEALS FOR OCT 12-13, 2015	11.00000	22.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		199 E 33 6411 00 102 0 99 000	81.14	
meals + mileage reimbursement for Julie Cortez who attended certification for vision & hearing on Oct 12-13, 2015				
STATE TAX EXEMPT ENTITY NO BACK ORDERS ACCEPTED			PAGE TOTAL	81.14
TAX ID# 74-6001950			TOTAL	81.14
Deliveries will not be accepted between the hours of 11:45 am - 1:15 pm				

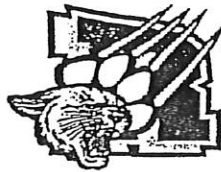
STATE TAX EXEMPT ENTITY

NO BACK ORDERS ACCEPTED

TAX ID# 74-6001950

Deliveries will not be accepted between the hours of 11:45 am - 1:15 pm

PURCHASE APPROVED BY:



Raymondville Independent School District

TRAVEL REQUEST FORM

PLEASE COMPLETE ALL APPLICABLE BLANKS

Name (Print): Julie E. Cortez Date: 9/22/2015

Campus: Pittman Elementary Date(s) of Travel: October 12 & 13 2015

Conference/Meeting Title: New Certification for vision and hearing

Conference/Meeting Location: TDH Services building, 601 Sesame Drive, Harlingen, TX 78550

Campus Improvement Plan: Goal 2 obj 6.6 pg 46, Goal 2 obj 6.5 pg 41

How will attendance benefit participant(s): Vision and Hearing will be used to provide health services to students.

Special request (car rental, hotel, airfare, etc.): N/A

Estimated Cost: N/A 81.14

Funding Source: 199-E-33-6411-00-102-0-99-000

Please Include Budget Account Code to be used.

Approval of Campus Principal/Dept. Head, Federal Programs Director, Curriculum Director and Superintendent are required before any arrangement or commitments for travel are made. The information requested above is to be provided and will be used in deciding to approve or reject the request.

Approval for attendance is partially contingent upon the employee's willingness to share the knowledge or skill gained while attending this conference/meeting. His/her signature indicates he/she agrees to share this information during in-service, as requested. A Travel Reimbursement Form must also be completed and submitted to Supervisor before each travel occurrence, by the person doing the traveling.

Julie E. Cortez
Employee Signature

9/22/15
Date

Submar G. Dora
Principal/Dept. Head Approval

9/23/15
Date

Federal Program Director's Approval

Date

Curriculum Director's Approval

Date

TO BE COMPLETED BY CENTRAL OFFICE

☐ Approve ☐ Disapproved

[Signature]
Superintendent's Signature

Date

Please remember to always attach any supporting documentation necessary.

Updated 6/4/2014



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Travel Expense/Reimbursement Form

Employees Name JULIE CORTEZ Position PITTMAN ELEMENTARY NURSE
Purpose of Trip CERTIFICATION FOR VISION & HEARING
Dates of Meeting From: 12-Oct-15 To: 13-Oct-15
Location HARLINGEN, TX
City, State

Time
Departure from District
Date: 10/12-13/2015 AM OR PM AM Use Drop Down to Select One
Time: 7:30
Return to District
Date: 10/12-13/2015 AM OR PM PM Use Drop Down to Select One
Time: 4:00

Transportation: Personal Auto Miles
Note: Must attach a copy of Electronic Mileage Report.
Click on: www.mapquest.com (For Directions and Mileage)
104.68 0.565 \$ 59.14

Per Diem: (Complete this section for Meals)
Receipts are NOT required.
of Meals
Overnight/Day: - Day of Departure
- Full Days
- Day of Return
Breakfast 7am-9am Per Diem \$ 7.00
Lunch 11am-2pm Per Diem \$ 11.00
Dinner 4pm-6pm Per Diem \$ 18.00
\$ 36.00
\$ 7.00 \$ 11.00 \$ 18.00 \$ 36.00
\$ 7.00 \$ 11.00 \$ 18.00 \$ 36.00
Note: See Administrative Travel Procedures Manual for time table for meals. PG 7
\$ 22.00

Other Expenses: (Explain and attach receipts)
\$ -
\$ -
\$ -
Total \$ -

Additional Notes:

Please note the District will not reimburse any meals provided by the Conference/Training.

Also, attach a copy of the agenda or itinerary.

Grand Total - All Expenses \$ 81.14

Less: Advance Check (Overnight Per Diem Only) \$ -

Amount Due Employee/RISD \$ 81.14

I certify that I am aware and understand District policies contained in the Business Office Administrative Travel Procedures Manual and that this claim is made in accordance with these policies. All travel time spent at destination was on official school business. I also certify that all meal reimbursements on this request were based on actual costs not to exceed the per diem rates.

Date Filed: 29-Sep-15

Signature of Traveler Julie E. Cortez

Check to be made to:

JULIE CORTEZ
Print Name of Traveler

Account to be charged: 199 E 33 6411 00 102 0 99 000

APPROVED BY:

Aulema G. Lawla
Signature of Person Authorizing Trip

APPROVAL - BUSINESS OFFICE

Updated 6/5/2014



Trip to:

258 E Harris Ave
Raymondville, TX 78580
52.34 miles / 56 minutes
Notes

10/12/15 = 52.34

10/13/15 = 52.34

Totals = 104.68

Rest In Peace

With A \$350,000

Life Insurance Policy For

\$21/Month

18-25 OVER 75

26-35 Click Your Age: 66-75

36-45 46-55 56-65

Calculate New Payment

© 2015



258 E Harris Ave, Raymondville, TX 78580

Download
Free App



1. Start out going east on **E Harris Ave** toward **S 9th St.** [Map](#)

0.1 Mi

0.1 Mi Total



2. Take the 2nd **left** onto **S 10th St.** [Map](#)

0.2 Mi

S 10th St is just past S 9th St

0.3 Mi Total

If you reach the end of E Harris Ave you've gone a little too far



186

3. Take the 3rd **right** onto **E Hidalgo Ave / TX-186.** [Map](#)

0.6 Mi

E Hidalgo Ave is just past E Kimball Ave

El Camino Restaurant is on the corner

If you are on N 10th St and reach E Main Ave you've gone a little too far

0.9 Mi Total



4. Turn **right** onto **S US Highway 77.** [Map](#)

0.2 Mi

S US Highway 77 is just past S 16th St

China Star is on the corner

1.1 Mi Total



5. Merge onto **I-69E S / US-77 S** via the ramp on the **left.** [Map](#)

24.1 Mi

25.1 Mi Total



6. Take the exit toward **TX-499 Loop E / FM-801 W / Ed Carey Dr.** [Map](#)

0.3 Mi

25.4 Mi Total



7. Merge onto **S Expressway 83.** [Map](#)

0.1 Mi

25.6 Mi Total



LOOP 499

8. Turn **left** onto **TX-499 Loop / S Ed Carey Dr.** [Map](#)

0.4 Mi

TX-499 Loop is just past Oregon St

If you reach Maggie Ln you've gone about 0.2 miles too far

25.9 Mi Total



9. Turn **left** onto **Sesame Dr.** [Map](#)

0.07 Mi

Sesame Dr is 0.3 miles past S Expressway 83

Whataburger is on the corner

If you reach Hale Ave you've gone about 0.1 miles too far

26.0 Mi Total



10. Turn **left** onto **E Sesame Dr.** [Map](#)

0.08 Mi

26.1 Mi Total



11. Take the 1st right onto **S Sesame Sq.** [Map](#)

0.09 Mi

26.2 Mi Total



12. Turn right onto **W Sesame Dr.** [Map](#)

0.02 Mi

26.2 Mi Total



13. **601 W SESAME DR** is on the left. [Map](#)

If you are on E Sesame Dr and reach Sesame Dr you've gone about 0.2 miles too far

A to B Travel Estimate: 26.20 mi - about 28 minutes



601 W Sesame Dr, Harlingen, TX 78550-7930



1. Start out going southwest on **W Sesame Dr** toward **S Sesame Sq.** [Map](#)

0.02 Mi

26.2 Mi Total



2. Take the 1st left onto **S Sesame Sq.** [Map](#)

0.09 Mi

If you reach the end of W Sesame Dr you've gone a little too far

26.3 Mi Total



3. Take the 1st left onto **E Sesame Dr.** [Map](#)

0.06 Mi

26.4 Mi Total



4. Take the 1st right onto **Sesame Dr.** [Map](#)

0.06 Mi

SONIC Drive-In is on the corner

If you are on W Sesame Dr and reach S Sesame Sq you've gone about 0.2 miles too far

26.4 Mi Total



5. Take the 1st right onto **S Ed Carey Dr / TX-499 Loop.** [Map](#)

0.3 Mi

Sonic Drive-In is on the corner

If you are on S Ed Carey Dr and reach Hale Ave you've gone about 0.1 miles too far

26.7 Mi Total



6. Take the 1st right onto **S Expressway 83.** [Map](#)

0.1 Mi

Tejano Mart is on the corner

26.9 Mi Total



7. Merge onto **I-69E N / US-77 N.** [Map](#)

24.1 Mi

51.0 Mi Total



8. Take the **TX-186** exit toward **Raymondville / Port Mansfield.** [Map](#)

0.2 Mi

51.2 Mi Total



9. Merge onto **S US Highway 77.** [Map](#)

0.1 Mi

51.4 Mi Total



10. Turn left onto **TX-186 / E Hidalgo Ave.** [Map](#)

0.6 Mi

If you are on Frontage Rd and reach County Road 3200 you've gone about 0.5 miles too far

52.0 Mi Total



11. Turn left onto **S 10th St.** [Map](#)

0.2 Mi

S 10th St is just past N 11th St

El Camino Restaurant is on the corner

If you reach S 9th St you've gone a little too far

52.2 Mi Total



12. Take the 3rd right onto **E Harris Ave.** [Map](#)

0.1 Mi

E Harris Ave is just past E Rodriguez Ave

If you reach McCharen Ave you've gone a little too far

52.3 Mi Total



13. **258 E HARRIS AVE** is on the left. [Map](#)

Your destination is just past S 9th St

If you reach S 8th St you've gone a little too far

B to C Travel Estimate: 26.14 mi - about 27 minutes



258 E Harris Ave, Raymondville, TX 78580