



## Item 16

# Travis County Commissioners Court Agenda Request

**Meeting Date:** April 16, 2013

**Prepared By/Phone Number:** Kris Nilsen, 854-4820

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

*JB*

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### AGENDA LANGUAGE:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.021.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A total of two (2) carry-over requests for Summer 2012 semester are listed on the attached spreadsheet.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition refund request form
- a course description
- fee receipt
- official grade

### STAFF RECOMMENDATIONS:

HRMD recommends approval.

### ISSUES AND OPPORTUNITIES:

NA

### FISCAL IMPACT AND SOURCE OF FUNDING:

Sufficient funds have been accrued in account 111 006 0001 513070 and are available for payment in Fiscal Year 2013. The total reimbursement amount requested for your approval is \$1,195.20.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

## **REQUIRED AUTHORIZATIONS:**

Kim Austin-Smith, Human Resources Management Department, 854-4707

Leslie Browder, Planning and Budget Office, 854-9106

County Auditor's Office 854-9125

County Treasurer's Office 854-9365

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SU 2012 Req Carry-overs.xls

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
SU-053	Carry-overs							
SU-062	Tandy Santos	Sharronda Rebeca	County Clerk Juvenile Probation	Accountant Juvenile Probation Officer II	10003513 10003403	Accounting Ethics Direct Practice Field I	Special Topics in Taxation Direct Practice Field II	195.20 1000.00
							<b>Amount to Pay</b>	<b>\$1,195.20</b>