

Item 11



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

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

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

A handwritten signature in blue ink, appearing to be "LB", located to the right of the text for the Elected/Appointed Official/Dept. Head.

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 Fall 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 111 003 0001 513070 and are available for payment in Fiscal Year 2013. The total reimbursement amount requested for your approval is \$1,028.00.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single pdf to the County Judge's office, agenda@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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FA 2012 Req Carry-overs.xls

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
FA-59 FA-60	Carry-overs Barnes Govea	Kevin Adrienne	Central Booking TNR	Corrections Ofcr, Sr Office Specialist	10003687 10004034	Texas Peace Officer Law Introduction to Computing	Texas Peace Officer Procedures Court Systems & Practices	580.80 447.20
							Amount to Pay	\$1,028.00