General Request for Payment

Invoices that do not relate to a purchase order are typically received directly by the department. If the invoice is initially received in the Business Office, it will be sent to the appropriate departmental contact to begin the payment process.

When an invoice is received by a department, it should verify that the goods or services on the invoice have been received. If they have not been received, the invoice should be held until they are received or the delay is discussed and satisfactorily resolved with the vendor.
The department should prepare and attach an Electronic General Request for Payment to the invoice and send it to the Business Office for payment.

In order to process this claim, the Accounts Payable Specialist must verify the following details:

- Verifies that General Ledger Account has sufficient funds.
    - If the account does not have sufficient funds, please request a line item transfer.
- Verifies vendor information (vendor profile).
    - If the vendor profile has not been created, the AP Specialist must contact the Treasurer's Department.
- Ensures mathematical accuracy.
    - For instance, sales taxes are not reimbursable.
- Supporting documents must be reviewed and information must match.

Mileage

The batch must have the following information:
- Vendor Number
- Date, Due Date, & Received Date.
- Paying Bank
- Item
- Description
- Amount
- G/L Account

This type of claims are to be entered manually as follows:
- Functional Department
- Invoice Number
    - Ending date of the trip.
- Description
    - Mileage for " Month Year"
- Invoice Date & Due Date
    - Both dates should reflect the ending day of the trip.
- Invoice Amount
    - Amounts should be verified by calculating the rates approved by the IRS.
        - Rate of .56 for all County employees.
        - Rate of .50 for the Juvenile Department
- G/L Account

IRS issues standard mileage rates for 2021

Topics in the News

News Releases

Multimedia Center

Tax Relief in Disaster Situations

Tax Reform

IR-2020-279, December 22, 2020

WASHINGTON — The Internal Revenue Service today issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile driven for business use, down 1.5 cents from the rate for 2020,
- 16 cents per mile driven for medical, or moving purposes for qualified active duty members of the Armed Forces, down 1 cent from the rate for 2020, and
- 14 cents per mile driven in service of charitable organizations, the rate is set by statute and remains unchanged from 2020.

MILEAGE DISTANCE FROM LAREDO TO:

	Mileage				Mileage	
	One Way	Round Trip			One Way	Round Trip
Abeline	376	752		Huntsville	365	730
Alice	97	194		Irving	431	862
Amarillo	612	1,224		Junction	231	462
Arlington	424	848		Kerville	192	384
Austin	231	462		Kingsville	119	238
Bandera	166	332		La Grange	258	516
Beaumont	394	788		Longview	488	976
Beeville	131	262		Lubbock	498	996
Benavides	83	166		Lufkin	429	858
Big Bend	434	868		Mcallen	143	286
Big Lake	330	660		Mirando City	30	60
Big Spring	405	810		Navasota	347	694
Boerne	179	358		New Braunfels	185	370
Brownsville	200	400		Odessa	422	844
Brownwood	329	658		Oilton	35	70
Bruni	43	86		Orange	418	836
Bryan	320	640		Ozona	289	578
Carrizo Springs	81	162		Palestine	409	818
Chiildress	530	1,060		Paris	527	1,054
College Station	325	650		Pearsall	103	206
Corpus Christi	142	284		Pecos	417	834
Crystal City	91	182		Pharr	148	296
Dalhart	688	1,376		Richardson	436	872
Dallas	425	850		Rio Grande	103	206
Del Rio	178	356		Rusk	469	938
Denison	498	996		San Angelo	321	642
Denton	448	896		San Antonio	154	308
Devine	121	242		San Benito	183	366
Eagle Pass	123	246		San Diego	85	170
Edinburg	152	304		San Marcos	199	398
EI Paso	597	1,194		Seguin	199	398
Falfurias	91	182		South Padre Is.	216	432
Fort Hood	298	596		Sugarland	299	598
Fort Stockton	363	726		Temple	299	598
Fort Worth	414	828		Texarkana	572	1,144
Gainesville	478	956		Tyler	456	912
Galveston	341	682		Uvalde	133	266
Gatesville	314	628		Van Horn	483	966
Georgetown	258	516		Victoria	187	374
Harlingen	177	354		Waco	334	668
Hebbronville	56	112		Weslaco	165	330
Hidalgo TamMex	149	298		Wichita Falls	490	980
Houston	308	616		Zapata	49	98

Reimbursements

The batch must have the following information:
- Vendor Number
- Date, Due Date, & Received Date.
- Paying Bank
- Item
- Description
- Amount
- G/L Account

This type of claims are to be entered manually as follows:

- Functional Department
- Invoice Number
    - Date of the invoice "MMDDYY" and "REIM"
- Description
    - "REIM: ….."
- Invoice Date & Due Date
    - Both dates should reflect the date of the invoice.
- Invoice Amount
    - Amounts should be verified to make sure no sales taxes are being reimbursed.
- G/L Account

Meals for Jurors

The batch must have the following information:
- Vendor Number
- Date, Due Date, & Received Date.
- Paying Bank
- Item
- Description
- Amount
- G/L Account

This type of claims are to be entered manually as follows:

- Functional Department
- Invoice Number
- Description
    - "Breakfast for Jury (Court)"
    - "Lunch for Jury (Court)"
    - "Dinner for Jury (Court)"
- Invoice Date & Due Date
- Invoice Amount
    - Amounts should be verified to make sure no sales taxes are being reimbursed.
- G/L Account

Credit Cards

The batch must have the following information:
- Vendor Number
- Date, Due Date, & Received Date.
- Paying Bank
- Item
- Description
- Amount
- G/L Account

This type of claims are to be entered manually as follows:

- Functional Department
- Invoice Number
- Description
  - "Credit Card Payment For (Service Period)"
- Invoice Date
  - Statement Closing Date
- Due Date
  - Payment Due Date
- Invoice Amount
  - New Balance
- G/L Account