

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

I hereby request that I be authorized to proceed on official city business to the following named places and return to San Antonio, on or about the dates indicated and to be reimbursed for the travel expenses incurred in performance thereof from city funds in accordance with prescribed policies and procedures applied to such reimbursement.

NAME OF TRAVELER: JOEL WILLIAMS

Purpose and Justification of Travel:

NATIONAL LEAGUE OF CITIES, NASHVILLE, TN.

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.")

NATIONAL LEAGUE OF CITIES
NASHVILLE, TN

Estimated date of departure from San Antonio: 12/8/03

Estimated date of return to San Antonio: 12/13/03

GRATUITOUS OR NON-CITY FUNDED TRIPS

This trip will be paid for (entirely) or (partially) by a third party or from non-City funds.

DONOR: _____

VALUE: _____

EXCEPTIONS: _____

Official Business only

Dual purpose-Goodwill

Dual purpose-Education

Dual purpose-City Business

Financial Data:

Estimated cost of travel: _____

\$1500.00

Travel Advance requested: _____

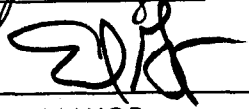
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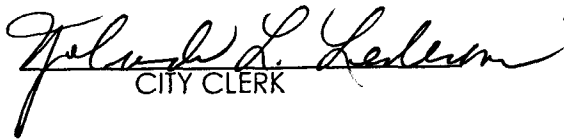
Fund, Account & Index Code to be charged: _____

01-02-01/02-124/600551


(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the 15th day of January, 2004


MAYOR

ATTEST: 

CITY CLERK

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK

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