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: **Councilman Art A. Hall**

Purpose and Justification of Travel:
Attend the National League of Cities Conference from March 3 – 8, 2004, and the Greater San Antonio Chamber of Commerce SA to DC trip to meet with legislators on key issues on San Antonio from March 8 – 9, 2004.

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

Estimated date of departure from San Antonio: **Wednesday, March 3, 2004**

Estimated date of return to San Antonio: **Tuesday, March 9, 2004**

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:
- X Official Business only
- _____ Dual purpose-Goodwill
- _____ Dual purpose-Education
- _____ Dual purpose-City Business

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Financial Data:

Estimated cost of travel: **$1,506.90**
Travel Advance requested: **$ 238.00**

Fund, Account & Index Code to be charged: **01-08-01 / 602524**

(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the 26th day of February, 2004

MAYOR

ATTEST: Yolanda L. Ledesma
CITY CLERK