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: Carroll W. Schubert

Purpose and Justification of Travel:
Participate in Department of the Air Force, Air Force Reserve 433d Airlift Wing Civic Leader Tour to Perterson AFB, CO

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

Estimated date of departure from San Antonio: May 4, 2004

Estimated date of return to San Antonio: May 5, 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: 200.00
Travel Advance requested: .00
Fund, Account & Index Code to be charged: 11/01-09-01/602359/02-124

Carroll W. Schubert
(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the 29th day of April, 2004.

MAYOR
EDWARD D. GARZA

ATTEST: Yolanda L. Ledesma
CITY CLERK