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:

PARTICIPATE IN DEPARTMENT OF THE AIR FORCE, AIR FORCE RESERVE 433D AIRLIFT WING CIVIC LEADER TOUR TO PERTERSON AFB, CO

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2004 MAY -3 AM 8:45

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: 5/4/04

Estimated date of return to San Antonio: 5/5/04

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

Financial Data:
Estimated cost of travel: $200.00
Travel Advance requested: $0
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 6th day of May, 2004

Ron Howard
MAYOR

ATTEST: Gloria L. Ledesma
CITY CLERK