

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.

RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK  
2005 OCT 17 P 2:57

Delicia Herrera

**Destination or Itinerary:** (If more than one point, state, "in order listed" or "any order.")  
TML Conference and Exhibition in Grapevine, Texas

**Estimated date of departure from San Antonio:** Wednesday, October 26, 2005  
**Estimated date of return to San Antonio:** Friday, October 28, 2005

**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: \$865.00  
 Travel Advance requested: \$87.98  
 Fund, Account & Index Code to be charged: 0104010000 5207010

Delicia Herrera  
Signature of Traveler

I hereby certify that the above request for travel authorization has been approved by the City Council on the 3rd day of November, 2005.

ATTEST Golanda L. Redem Phil Hardberger  
 : ASSISTANT CITY CLERK MAYOR  
 PHIL HARDBERGER

