

CITY COUNCIL
TRAVEL AUTHORIZATION REQUEST

AGENDA ITEM NO. 42

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: EDWARD D. GARZA

Purpose and Justification of Travel:

ATTEND THE 2002 INTERNATIONAL URBAN ENVIRONMENTAL CONFERENCE AND VISIT BUSINESSES

Destination or Itinerary: (If more than one point, state, "IN ORDER LISTED" or "ANY ORDER.")

KUMAMOTO AND NAGOYA, JAPAN

Estimated date of departure from San Antonio: SATURDAY, OCTOBER 26, 2002

Estimated date of return to San Antonio: THURSDAY, OCTOBER 31, 2002

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(s): EDWARD D. GARZA

Value: \$ _____

Exceptions: ☒ Official Business Only
☐ Dual Purpose-Goodwill
☐ Dual Purpose-Education
☐ Dual Purpose-City Business

Financial Data:

Estimated Cost of Travel: \$ 3,084.50
Travel Advance Requested: \$ 0
Fund, Account, Index, and Object Code to be Charged: 11/01-15-01/602722/02-124

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
10/25/02 12:01


(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 2002.

MAYOR

ATTEST: _____
CITY CLERK