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CITY COUNCIL
TRAVEL AUTHORIZATION REQUEST

AGENDA ITEM NO. _____

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 URBAN TEXAS, INC. 2002 URBAN POLICY CONFERENCE

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

Austin, Texas

Estimated date of departure from San Antonio: Thursday, November 21, 2002

Estimated date of return to San Antonio: Thursday November 21, 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.

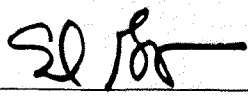
Donor(s): _____

Value: \$ _____

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

Financial Data:

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



(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

October 23, 2002

Honorable Ed Garza
Mayor of San Antonio
P.O. Box 839966
San Antonio, Texas 78283-3966

**Re: Request for participation as a panelist at Urban Texas, Inc. 2002 Urban Policy Conference,
November 21, 2002 in Austin, Texas**

Dear Mayor Garza:

Urban Texas, Inc. invites you to participate as a panelist on our Regionalism and Urban Development panel discussion at the Urban Texas, Inc. 2002 Urban Policy Conference in Austin, Texas. We are anticipating 300 of the most influential governmental, business, and civic leaders from across Texas to attend this first annual event. A key component of our program will be several panel discussions, which will include officials from the federal, state, and local levels.

The conference is scheduled for November 21, 2002 from 9:00 am to 5:00 pm, and will be held at the Austin Convention Center. The Regionalism and Urban Development panel discussion is tentatively scheduled for the first morning session beginning at 9:00 am. *Urban Texas, Inc.* will reimburse you for any reasonable and necessary travel expenditures associated with your trip to Austin.

The top issues to be addressed at this conference are transportation, air quality, homeland security, and urban development. Each of these areas is of the utmost importance to urban Texas as we work to lead Texas into the 21st century. As the mayor of one of Texas' largest urban areas, we feel that your insight and knowledge will be invaluable to attendees at this conference.

Should you agree to participate, I would also ask that you forward your curriculum vitae to the *Urban Texas, Inc.* staff, along with a photograph, to be included on the website. Our website address is www.urbantexasinc.org.

Urban Texas, Inc. is a Texas non-profit corporation organized to develop and produce this annual event. *Urban Texas, Inc.* encompasses all of the diverse interests of citizens and institutions that make up urban Texas. Attendees at this conference will be: state and local governmental officials, community leaders, public hospitals, and representatives from Texas' institutions of higher education. *Urban Texas, Inc.* has created a strong partnership with the major Chambers of Commerce in the Metropolitan areas of Texas and they stand behind *Urban Texas, Inc.*, both in support and promotion of our conference.

On behalf of all of *Urban Texas, Inc.*, I thank you for your time and consideration of my request. I will be contacting your office in a few days to follow up on this invitation.

Sincerely,



Donald Lee
Executive Director