

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

AGENDA ITEM NO.

20

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:

ENRIQUE M. BARRERA

Purpose and Justification of Travel: Official presentation of tile mural for the Plaza de San Antonio in Santa Cruz de Tenerife made by the students of Randolph Field Middle School. Establish contacts for the Food, Wine and Cultural Festival in San Antonio for the year 2004 with future business possibilities.

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.") Canary Islands

Estimated date of departure from San Antonio:

Monday, June 9th, 2003

Estimated date of return to San Antonio:

Wednesday, June 18th, 2003**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:

\$2,500.00

EXCEPTIONS:

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☐
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Official Business only
 Dual purpose-Goodwill
 Dual purpose-Education
 Dual purpose-City Business

Financial Data:

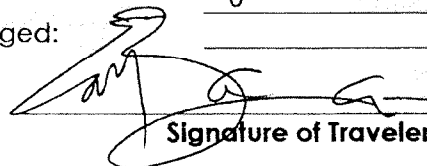
Estimated cost of travel:

\$2,500.00

Travel Advance requested:

-0-

Fund, Account & Index Code to be charged:



Signature of Traveler

I hereby certify that the above request for travel authorization has been approved by the City Council on the 4th day of June, 2003.

MAYOR

ATTEST:

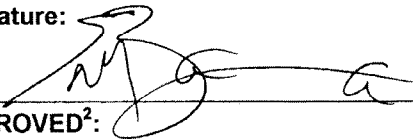
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**CITY OF SAN ANTONIO
TRAVEL REPORTING REQUIREMENTS**

For Use Of This Form, See Part G, Section 4, City Of San Antonio Ethics Code

Any person¹ who, in connection with his or her official duties, accepts a trip or excursion involving the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the City Clerk, before embarking on the travel, a disclosure statement identifying:

Name: ENRIQUE M. BARRERA		Position Title: CITY COUNCILMAN	
The Name Of The Sponsor: DR. CHISCANO, ALFONSO			
The Places To Be Visited*: CANARY ISLANDS			
<small>*Attach itinerary if available.</small>			
The Purpose And Dates Of The Travel: Official presentation of tile mural for the Plaza de San Antonio in Santa Cruz de Tenerife made by the students of Randolph Field Middle School. Establish contacts for the Food, Wine and Cultural Festival in San Antonio for the year 2004 with future business possibilities. Monday June 9th – Wednesday, June 18th, 2003.			
Estimated Amount Of Travel Expense(s): \$2,500.00			
Signature: 		Date: 4 Jun 03	
APPROVED²: <hr/> City Manager/Department Head		Date:	

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¹ The following persons are required to report: the Mayor, members of the City Council, Municipal Court Judges and Magistrates, City Manager, Deputy City Manager, City Clerk, Assistant City Clerk, Assistant City Managers, Assistants to the City Manager, and all department heads, assistant department heads, and employees in positions listed on the executive pay plan (Job Class 1000 through 1999).

² Acceptance of a trip or excursion by an individual listed above other than the Mayor or a member of the City Council must receive prior written approval of the City Manager.