

## 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: Councilman Chip Haass

Purpose and Justification of Travel:

To travel to Washington, DC to meet with federal agency representatives and San Antonio-area congressional as well as Texas U.S. Senate delegation members to discuss San Antonio-specific issues.

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

Washington, DC

Estimated date of departure from San Antonio: October 13, 2003

Estimated date of return to San Antonio: October 15, 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: \_\_\_\_\_

EXCEPTIONS:

_____	Official Business only
_____	Dual purpose-Goodwill
_____	Dual purpose-Education
<u>X</u>	Dual purpose-City Business

Financial Data:

Estimated cost of travel: \_\_\_\_\_

\$825.00

Travel Advance requested: \_\_\_\_\_

-0-

Fund, Account & Index Code to be charged: \_\_\_\_\_

01-10-01; 02-124; 602524

C. Haass  
(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2003

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_

CITY CLERK

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