

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:

ENRIQUE M. BARRERA**Purpose and Justification of Travel:** TIF TOUR**Destination or Itinerary:** (If more than one point, state, "in order listed" or "any order.") Dallas to Southlake - Colleyville - Irving - Addison - Frisco - Plano and Plum CreekEstimated date of departure from San Antonio: Friday, September 5, 2003Estimated date of return to San Antonio: Saturday, September 6, 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



Dual purpose-City Business

Financial Data:

Estimated cost of travel:

\$100.00

Travel Advance requested:

-0-

Fund, Account & Index Code to be charged:

11/01-06-01/601625/02-124_____
Signature of Traveler

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

ATTEST: _____

CITY CLERK


MAYORRECEIVED
CITY OF SAN ANTONIO
CITY CLERK
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