

## 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: JOEL WILLIAMS

Purpose and Justification of Travel:

NATIONAL LEAGUE OF CITIES, NASHVILLE, TN.

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

NATIONAL LEAGUE OF CITIES  
NASHVILLE, TN

Estimated date of departure from San Antonio: 12/8/03

Estimated date of return to San Antonio: 12/13/03

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: \_\_\_\_\_


\$1500.00

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

\$0

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

01-02-01/02-124/600551

  
(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

2004 JAN -9 PM 4: 04

RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK