

## 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 Art A. Hall

Purpose and Justification of Travel:

**Attend the National League of Cities Conference from March 3 – 8, 2004, and the Greater San Antonio Chamber of Commerce SA to DC trip to meet with legislators on key issues on San Antonio from March 8 – 9, 2004.**

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

Estimated date of departure from San Antonio: Wednesday, March 3, 2004

Estimated date of return to San Antonio: Tuesday, March 9, 2004

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:           X           Official Business only  
\_\_\_\_\_ Dual purpose-Goodwill  
\_\_\_\_\_ Dual purpose-Education  
\_\_\_\_\_ Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$1,506.90

Travel Advance requested: \$ 238.00

Fund, Account & Index Code to be charged: 01-08-01 / 602524

[Signature]  
(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 FEB 20 PM 4:24  
RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK



January 8, 2004

Re: SA TO DC XXVI

Dear Chamber Member:

The Greater San Antonio Chamber of Commerce and The San Antonio ~~Hispanic~~ Chamber of Commerce are proud to announce the 26th Annual SA TO DC Trip, which is scheduled for March 7-10, 2004. We want you to be one of the approximately 70 business and civic leaders who will join us this year. This annual event in our nation's capital is an opportunity for knowledgeable people to help us be effective advocates on matters of importance to San Antonio's present and future.

We will address key issues facing our community such as: the 2005 base closure process, Brooks City Base, the Center for Information Assurance and Security, Department of Homeland Security issues, Healthcare issues, the Information Technology and Security Academy, KellyUSA, and Transportation Funding.

The cost for SA TO DC XXVI is \$1,900.00, which includes round-trip airfare on Continental Airlines, three nights accommodations at the historic Mayflower Hotel, 3 breakfasts, 3 lunches, 2 Dinners, the Pentagon reception, ground transportation and staff support expenses. Spouses or guests are welcome at an additional cost of \$1000.00 per person, which includes a shared hotel room, round-trip air transportation, receptions and meals.

I hope you can join our Hispanic Chamber colleagues and me on this important mission. We will do good work for San Antonio and have fun too. Please respond as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Novak', with a stylized flourish at the end.

MIKE NOVAK  
Chairman of the Board  
The Greater San Antonio Chamber of Commerce

Enc.

P.S. To confirm hotel and airline reservations, we need your commitment no later than February 6, 2004. Please fill out the enclosed registration form and return it to The Chamber (SA TO DC XXVI), 602 E. Commerce, San Antonio, TX 78205 or fax form to 229-1600, Attn: SA TO DC XXVI. Payment for event registration is required in advance. The Chamber requires a 72 hour advance notice of cancellation of events. Refunds will not be made after this date! No shows will be billed. For more information, please contact Alan Kramer (308-2012) or Bill Mock (229-2151) At The Greater Chamber.

*Handwritten:*  
1/21 11:35 AM

# Preliminary

The conference will provide a range of education, networking, and strategy sessions to maximize the value of this event for city officials. This preliminary schedule provides an outline of major events during the conference to help delegates make travel plans. Visit the NLC website at [www.nlc.org](http://www.nlc.org) and read *Nation's Cities Weekly* every Monday for updates on specific program plans.

## Friday, March 5

9:00 a.m. - 5:00 p.m.	Leadership Training Seminars
5:15 p.m. - 6:30 p.m.	Orientation Session for First Time Attendees
5:30 p.m. - 7:00 p.m.	Constituency and Special Group Meetings

## Saturday, March 6

9:00 a.m. - Noon	Policy Committee Meetings and Advocacy Training
9:00 a.m. - 5:00 p.m.	NLC Board of Directors Meeting NLC Advisory Council Meeting Leadership Training Seminars
1:00 p.m. - 5:15 p.m.	Policy Committee Meetings and Advocacy Training
5:15 p.m. - 7:00 p.m.	Constituency and Special Group Meetings

## Sunday, March 7

7:30 a.m. - 9:00 a.m.	Steering Committee Work Sessions
8:45 a.m. - 10:15 a.m.	Celebrate Diversity Breakfast
10:30 a.m. - Noon	Opening General Session
Noon - 1:30 p.m.	Roundtable Networking and Lunch
Noon - 1:30 p.m.	Steering Committee Work Sessions
1:45 p.m. - 2:45 p.m.	General Session on Key Priorities
3:00 p.m. - 4:15 p.m.	Workshops on Lobbying Priorities
4:30 p.m. - 6:30 p.m.	State League Caucuses and Receptions Constituency and Special Group Meetings/Events

## Monday, March 8

9:00 a.m. - 11:45 a.m.	General Session
Noon - 1:30 p.m.	Roundtable Networking and Lunch
1:45 p.m. - 3:30 p.m.	Workshops on Lobbying Priorities
4:00 p.m. - 5:00 p.m.	Closing General Session
5:15 p.m. - 6:30 p.m.	State League Caucuses and Receptions
6:30 p.m. - 8:00 p.m.	Reception and The Capitol Steps

## Tuesday, March 9

9:00 a.m. - Noon	City Lobby Day on Capitol Hill
------------------	--------------------------------

## Constituency Group Fees and Events

Network with colleagues with similar interests at NLC's constituency group meetings. Several special opportunities will occur among various groups who invite their members and new colleagues to collaborate in their caucuses. All of their meetings and events are open to members, interested new members and all NLC delegates. Some events require advance ticket purchase.

The six constituency and member groups are:

- ★ Asian, Pacific American Municipal Officials (APAMO)
- ★ Gay, Lesbian and Bisexual Local Officials (GLBLO)
- ★ Hispanic Elected Local Officials (HELO)
- ★ National Black Caucus of Local Elected Officials (NBC-LEO)
- ★ University Communities Caucus (UCC)
- ★ Women in Municipal Government (WINMG)

## Special Events

*Conflict with Public Finance Panel 9-10-2004*

**Sunday, March 7**  
**Celebrate Diversity Breakfast**  
8:45 a.m. - 10:15 a.m.  
Fee: \$40 (\$50 on site)

The 18th annual Celebrate Diversity Breakfast will feature a keynote speaker who will provide a perspective on "diversity" issues facing America's cities and towns. The breakfast is sponsored by five NLC constituency groups.

**Monday, March 8**  
**The Capitol Steps**  
7:00 p.m. - 8:00 p.m.

The Capitol Steps will perform on Monday this year (instead of Sunday) as part of a conference wrap up to energize the delegates for City Lobby Day on Tuesday morning. This troupe of Congressional employees provides bi-partisan fun for everyone.

## Dates to Remember

**February 6, 2004 Deadline for advance registration and housing requests.** All requests must be postmarked by this date. After this date, all delegates must register onsite at higher rates.

**February 6, 2004 Deadline for Cancellations.** Cancellation letters must be postmarked by this date and are subject to a \$50 cancellation fee. There are no refunds for cancellations after this date.

## How to Register

To register for the 2004 Congressional City Conference, fill out the registration form and return it with your check, city purchase order, or credit card information to the NLC Meeting Services, postmarked by February 6, 2004 or register online at [www.nlc.org](http://www.nlc.org)

- ★ Each delegate, guest, speaker, member of the press, and any other conference participant must register. There is a \$75 youth delegates fee. There is no charge for press registrations with proper press credentials.
- ★ No telephone registrations or cancellations will be accepted.
- ★ Payment (check, city purchase order, or credit card) must be included with advance registrations.
- ★ People unable to meet the February 6 deadline will have to register onsite at the meeting and make their own hotel reservations.

Refunds will be made for cancellations received by February 6, 2004, subject to a \$50 cancellation charge. Cancellation letters must be postmarked by this date. No telephone cancellations will be accepted. No partial refunds will be made if you decide not to attend particular functions.

## Hotels

- ★ If you need hotel accommodations, please check the appropriate box on the registration form.
- ★ NLC will make a hotel reservation for you when you register for the conference.
- ★ Rooms will be assigned on a first come, first served basis.
- ★ All conference sessions will be held at the Hilton Washington and Towers.