

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.

COUNCILMAN JULIAN CASTRO

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.") To attend the Greater San Antonio Chamber of Commerce SA to DC trip for the purposes of meeting with various legislators on key issues on San Antonio.

2004 MAR -5 PM 3:30

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Estimated date of departure from San Antonio: Sunday, March 7, 2004
Estimated date of return to San Antonio: Wednesday, March 10, 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:

<input checked="" type="checkbox"/>	Official Business only
<input type="checkbox"/>	Dual purpose-Goodwill
<input type="checkbox"/>	Dual purpose-Education
<input type="checkbox"/>	Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$1900.00
Travel Advance requested: \$ 0.00
Fund, Account & Index Code to be charged: 02124/010701/601930



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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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,

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.