

~~AGENDA ITEM NO.~~

CITY COUNCIL

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: To attend and speak at Ethics in Politics and Business Conference (Two Countries, Two Visions, Two Cultures)

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

Estimated date of departure from San Antonio: Thursday, March 18, 2004

Estimated date of return to San Antonio: Saturday, March 20, 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:

U.S. Mexico Chamber of Commerce, Jalisco Chapter

VALUE:

\$656.00

EXCEPTIONS:

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

Financial Data:

Estimated cost of travel:

\$656.00

Travel Advance requested:

—O—

Fund, Account & Index Code to be charged:

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.

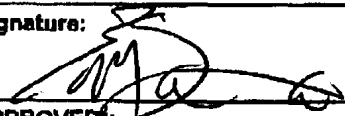
MAYOR

ATTEST:

CITY CLERK

**CITY OF SAN ANTONIO
TRAVEL REPORTING REQUIREMENTS***For Use Of This Form. See Part G, Section 4, City Of San Antonio Ethics Code*

Any person¹ who, in connection with his or her official duties, accepts a trip or excursion involving the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the City Clerk, before embarking on the travel, a disclosure statement identifying:

Name: Enrique M. Barrera	Position Title: City Councilman
The Name Of The Sponsor: U.S. Mexico Chamber of Commerce, Jalisco Chapter	
The Places To Be Visited*: Guadalajara, Mexico	
*Attach itinerary if available.	
The Purpose And Dates Of The Travel: To participate in Ethics and Business Conference (Two Countries, Two Visions, Two Cultures)	
Estimated Amount Of Travel Expense(s): \$656.00	
Signature: 	Date: 15 Mar '04
APPROVED: _____ City Manager/Department Head	Date:

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK

2004 MAR 15 AM 11:45

¹ The following persons are required to report: the Mayor, members of the City Council, Municipal Court Judges and Magistrates, City Manager, Deputy City Manager, City Clerk, Assistant City Clerk, Assistant City Managers, Assistants to the City Manager, and all department heads, assistant department heads, and employees in positions listed on the executive pay plan (Job Class 1000 through 1999).

² Acceptance of a trip or excursion by an individual listed above other than the Mayor or a member of the City Council must receive prior written approval of the City Manager.