

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2004 APR 29

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.

AGENDA ITEM NO. 30

NAME OF TRAVELER:

ENRIQUE M. BARRERA

Purpose and Justification of Travel: To visit Nutrition Centers located at Houston, Texas

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

Estimated date of departure from San Antonio: Wednesday, May 5, 2004

Estimated date of return to San Antonio: Wednesday, May 5, 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:

☒
☐
☐
☐

Official Business only
Dual purpose-Goodwill
Dual purpose-Education
Dual purpose-City Business

Financial Data:

Estimated cost of travel:

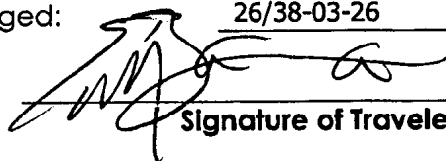
\$154.20

Travel Advance requested:

-0-

Fund, Account & Index Code to be charged:

26/38-03-26



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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2004 APR 21 AM 10:01

CITY OF SAN ANTONIO

DEPARTMENT OF COMMUNITY INITIATIVES
Office of the Director

April 13, 2004

Charlene Hunter-James, MPH, Director
Harris County Area Agency on Aging (AAA)
Department of Health and Human Services
8000 N. Stadium Drive, 3rd Floor
Houston, Texas 77054

Dear Ms. James:

I wish to convey my most heartfelt appreciation for your hosting of representatives from the City of San Antonio to tour your City's senior congregate meal programs and facilities. The following individuals will be visiting on May 5, 2004:

Mr. Enrique Barrera, Councilmember, City of San Antonio, Council District 6
Ms. Gloria Rodriguez, Administrative Assistant, City of San Antonio, Council District 4
Mr. Dennis Campa, Director, City of San Antonio, Department of Community Initiatives
Mr. Henry Ross, III, Asst Director, City of San Antonio, Department of Community Initiatives
Ms. Laura Cisneros, Social Services Manager, City of San Antonio, Elderly & Disabled Services
Mr. D.J. Calkins, Special Projects Coordinator, City of San Antonio, Elderly & Disabled Services

Our party will be departing San Antonio International Airport at 8:25AM on Southwest Flight 2800 and arrive at Houston's Hobby Airport at 9:10AM. We are scheduled to return on Southwest Flight 2669, departing Houston's Hobby Airport at 5:20PM. Also, as we are unfamiliar with the locations of the various facilities you will be showing us, we request that your office coordinate dedicated transportation, including a driver, to transport us throughout the day from arrival to departure at Hobby Airport.

After coordination with your staff it has been agreed that, upon arrival, we will initially visit your Commissary to observe meal production operations, then tour three (3) congregate senior meal sites, have lunch, then arrive at your location at 8000 N. Stadium to meet with you and obtain information relating to the Harris County Area Agency on Aging. We will then be transported back to Hobby Airport at approximately 4:00 PM for our return to San Antonio.

We all look forward to meeting you and learning about Houston's senior nutrition programs and services. If you need additional information, feel free to contact me at 210-207-7111 or my Executive Assistant, Mr. Michael Goeken at 210-207-8221.

Sincerely,


Dennis J. Campa
Director

DJC:djc

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2004 APR 21 AM 10:04