

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

AGENDA ITEM NO. **20**

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 Chip Haass**Purpose and Justification of Travel:**

Meet with Federal agency representatives on San Antonio specific issues and also with San Antonio-area Congressional and Texas U.S. Senate delegation members.

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

Washington, DC

Estimated date of departure from San Antonio:

06/07/2004

Estimated date of return to San Antonio:

06/09/2004**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:

\$1,500.00

Travel Advance requested:

-0-

Fund, Account & Index Code to be charged:

01-10-01/602524
Signature of Traveler

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 2004.

MAYOR

ATTEST: _____

CITY CLERK

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2004 MAY 24 AM 9:20

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