

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 of my duty 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 the 2004 International Trade & Technology Summit

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

Estimated date of departure from San Antonio:

Tuesday, June 22, 2004

Estimated date of return to San Antonio:

Sunday, June 27, 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:

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☐
☐
☐

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

Financial Data:

Estimated cost of travel:

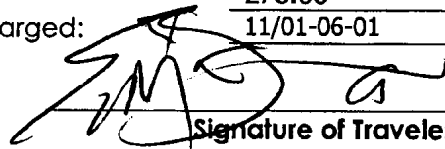
\$1731.19

Travel Advance requested:

278.66

Fund, Account & Index Code to be charged:

11/01-06-01


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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