

# 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: Councilman Williams

Purpose and Justification of Travel:

TML LEGISLATIVE POLICY COMMITTEE ON GENERAL GOVERNMENT

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

AUSTIN, TEXAS

Estimated date of departure from San Antonio: AUGUST 12, 2004

Estimated date of return to San Antonio: AUGUST 13, 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:**

	<u>x</u>	Official Business only
		Dual purpose-Goodwill
		Dual purpose-Education
		Dual purpose-City Business

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## Financial Data:

Estimated cost of travel: \$300.00

Travel Advance requested: 00

Fund, Account & Index Code to be charged: 01-02-01/09-14/00551

(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