CITY COUNCIL
TRAVEL AUTHORIZATION REQUEST

AGENDA ITEM NO. 63

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.

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2004 NOV 29 A 11:54

Name of Traveler: **EDWARD D. GARZA**

Purpose and Justification of Travel:

ATTEND NATIONAL LEAGUE OF CITIES CONGRESS OF CITIES AND EXPOSITION

Destination or Itinerary: (If more than one point, state, "**IN ORDER LISTED**" or "**ANY ORDER**.")

INDIANAPOLIS, INDIANA

Estimated date of departure from San Antonio: **MONDAY, NOVEMBER 29, 2004**

Estimated date of return to San Antonio: **SATURDAY, DECEMBER 4, 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(s): **N/A**
Value: $ _____

Exceptions:
- **X** Official Business Only
- _____ Dual Purpose-Goodwill
- _____ Dual Purpose-Education
- _____ Dual Purpose-City Business

Financial Data:

Estimated Cost of Travel: $ **1,976.90**
Travel Advance Requested: $ **0**
Fund, Account, Index, and Object Code to be Charged: **11/01-15-01/602722/02-124**

_____
(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