

Agenda Item 42

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CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

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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:

Chip Haass

PURPOSE and JUSTIFICATION:

NLC 2005

Steering - Human Development
Texas Reception

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

Washington DC

Estimated date of departure from San Antonio:

March 11, 2005

Estimated date of return to San Antonio:

March 15, 2005

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:

2179.60

Travel Advance requested:

221.00

Fund, Account & Index Code to be charged:

0110010001 5207010 11


 Signature of Traveler

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 2005.

MAYOR

ATTEST:

CITY CLERK

RECEIVED
 CITY OF SAN ANTONIO
 CITY CLERK
 05 MAR -7 PM 2:35

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