

Agenda item 49

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 thereof from city funds in accordance with prescribed policies and procedures applied to such reimbursement.

NAME OF TRAVELER: Carroll W. Schubert

Purpose and Justification of Travel:

Meet with Federal Officials regarding BRAC Issues

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

Estimated date of departure from San Antonio: May 17, 2005

Estimated date of return to San Antonio: May 18, 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: X Official Business only
Dual purpose-Goodwill
Dual purpose-Education
Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$1,000.00

Travel Advance requested: .00

Fund, Account & Index Code to be charged: 11/01-09-01/602359

Carroll W. Schubert (jks)
(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the _____ day of _____, 19

MAYOR

ATTEST: _____
CITY CLERK