

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.

Councilman Chip Haass

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

Attending the SA to DC XXVII Convention June 12-15, 2005

Estimated date of departure from San Antonio: 06/12/2005

Estimated date of return to San Antonio: 06/15/2005

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: _____

\$2418.00

Travel Advance requested: _____

Fund, Account & Index Code to be charged: _____

0110010001 5207010 11

C. Haass
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

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

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NAME OF TRAVELER: Councilwoman McNeil

Purpose and Justification of Travel:

The Greater San Antonio Chamber of Commerce SA-DC Trip XXVII

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: June 12, 2005
Estimated date of return to San Antonio: June 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: _____ x _____ Official Business only
_____ Dual purpose-Goodwill
_____ Dual purpose-Education
_____ Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$2,418.00
Travel Advance requested: _____
Fund, Account & Index Code to be charged: 010201001-02-124-5207010

Shula McNeil
(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