

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.

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2005 OCT 11 P 2:57

Delicia Herrera

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.")
TML Conference and Exhibition in Grapevine, Texas

Estimated date of departure from San Antonio: Wednesday, October 26, 2005
Estimated date of return to San Antonio: Friday, October 28, 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: _____

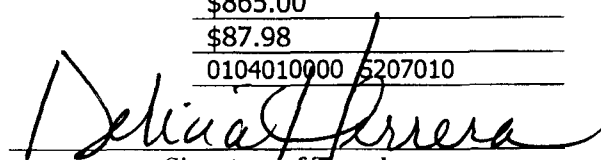
VALUE: _____

EXCEPTIONS:

- ☒ Official Business only
- ☐ Dual purpose-Goodwill
- ☐ Dual purpose-Education
- ☐ Dual purpose-City Business

Financial Data:

Estimated cost of travel: \$865.00
Travel Advance requested: \$87.98
Fund, Account & Index Code to be charged: 0104010000 5207010


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

✓