

CITY COUNCIL

ITEM NO.

19

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:

Sheila D. McNeil

PURPOSE and JUSTIFICATION:

The 2005 Enterprise Network Conference

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:

11/08/2005

Estimated date of return to San Antonio:

11/13/2005

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:

The Enterprise Foundation Scholarship

VALUE:

\$525.00

EXCEPTIONS:

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

Financial Data:

Estimated cost of travel:

\$1122.93

Travel Advance requested:

\$265.00

Fund, Account & Index Code to be charged:

11 0102010001/5207010

Sheila 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