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: **EDWARD D. GARZA**

Purpose and Justification of Travel:

OFFICIAL VISIT TO CASA SAN ANTONIO IN GUADALAJARA AND MONTERREY, MEXICO

Destination or Itinerary: (If more than one point, state, "**IN ORDER LISTED**" or "**ANY ORDER.**")

GUADALAJARA AND MONTERREY, MEXICO

Estimated date of departure from San Antonio: **Sunday, November 24 , 2002**

Estimated date of return to San Antonio: **Thursday, November 28, 2002**

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(s): _____

Value: $ _____

Exceptions:
- X Official Business Only
- ___ Dual Purpose-Goodwill
- ___ Dual Purpose-Education
- ___ Dual Purpose-City Business

Financial Data:

Estimated Cost of Travel:	$ 1,489.00
Travel Advance Requested:	$ 0
Fund, Account, Index, and Object Code to be Charged:	11/01-15-01/602722/02-124

Ed Garza
(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the 21st day of November, 2002.

PRO TEM

for David Marcus
MAYOR
EDWARD D. GARZA

ATTEST: Yolanda L. Ledesma
CITY CLERK