

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

2003 AUG 28 PM 9:17

**NAME OF TRAVELER:** JULIÁN CASTRO

**Purpose and Justification of Travel:** TIF Tour

**Destination or Itinerary:** (If more than one point, state, "in order listed" or "any order.") Dallas to Southlake, Colleyville, Irving, Addison, Frisco, Plano & Plum Creek.

**Estimated date of departure from San Antonio:** Friday, September 5, 2003

**Estimated date of return to San Antonio:** Sunday, September 7, 2003

**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: \$100.00

Travel Advance requested: -0-

Fund, Account & Index Code to be charged: 11/01-07-01/601930/02-124

[Signature]  
**Signature of Traveler**

I hereby certify that the above request for travel authorization has been approved by the City Council on the 4th day of September, 2003.

[Signature]  
**MAYOR**

**ATTEST:** [Signature]  
**CITY CLERK**