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: Carroll W. Schubert

Purpose and Justification of Travel:

San Antonio Military Missions Task Force to meet with Texas Congressional Members regarding BRAC Issues

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: Monday, May 24, 2004
Estimated date of return to San Antonio: Wednesday, May 26, 2004

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

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2004 MAY 14 PM 1:03

Financial Data:

Estimated cost of travel: $1,300.00
Travel Advance requested: .00
Fund, Account & Index Code to be charged: 11/01-09-01/602359

(Signature of Traveler)

I hereby certify that the above request for travel authorization has been approved by the City Council on the 20th day of May, 2004

MAYOR

ATTEST:
CITY CLERK