

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: Councilman Art A. Hall

Purpose and Justification of Travel: Trade Mission to Mexico City, Mexican Stock Market

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.") Mexico City, Mexico

Estimated date of departure from San Antonio: Sunday, August 29, 2004

Estimated date of return to San Antonio: Tuesday, August 31, 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: Casa San Antonio

VALUE: \$139.00

EXCEPTIONS: [X] Official Business only
Dual purpose-Goodwill
Dual purpose-Education
Dual purpose-City Business

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Financial Data:

Estimated cost of travel: \$718.00

Travel Advance requested: \$ -0-

Fund, Account & Index Code to be charged: 11 / 01-08-01 602185

[Signature] (Signature of Traveler)

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

MAYOR

ATTEST: _____
CITY CLERK