

KC
6/25

TRAVEL AUTHORIZATION, ADVANCE REQUEST AND TRAVEL EXPENSE REPORT FORM 21-B

Employee Name: Alfred T. Dowe, Jr.
Department Name: City Council
Date(s) of Travel: June 13-14, 2007

Social Security Number: [REDACTED]
Department Account Number: [REDACTED]
Date Check Required: ASAP
21-A Submitted to Finance? Yes: No: X

Travel Destination: Richmond, Virginia
Purpose of Travel: The Criminal Justice Services Board Committee on Training (COT) Meeting

EXPENSE SUMMARY

Meals:	Tuesday	Wednesday	Thursday--8	Friday	Saturday	Total
Breakfast						
Lunch						
Dinner						
Subtotal - Meals						
Lodging						
Registration						
Transportation: Airfare						
RENTAL Vehicle - Gasoline						*44.34
Parking Fees						
Personal Vehicle Mileage @ .325 per mile				0		0
Rental Vehicle						*140.62
Other (Shuttle, Taxi, Tolls, etc.)						
Other: Baggage Handling						
Telephone						
Other (Explain in Comments)						
* The minimum personal liability insurance coverage required by City Code in order to receive personal vehicle mileage reimbursement is: \$50,000 per person, \$100,000 per occurrence, \$25,000 property damage	Total Expenses					184.96
	Less Procurement Card Charges					
	Less Prepaid Expenses					
	Amount Returned to City					
	Amount Due Employee					184.96

PROCESSED
JUN 25 2007

Comments/Justification/Payment Instructions: **REIMBURSEMENT to Council Member Dowe, misplaced City credit card.** [REDACTED]

I (we) certify that the travel expenditures documented on this form are in compliance with Section 6.0 Training & Development (Travel) of the Administrative Procedures Manual, and represent the least costly method of travel. If traveling by personal vehicle, I further certify that my vehicle has the minimum personal vehicle liability coverage as shown above.

June 25, 2007

Employee Signature: [Signature]
Department Manager/Director/City Manager Approval

Date: 4/25/07
Date

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