

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: September 7, 2007

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

Travel Destination: Richmond, Virginia

Purpose of Travel: The Department of Criminal Justice Services Board Committee on Training

EXPENSE SUMMARY

Meals:	Thu—6	Fri—7	Sat—8			Total
Breakfast						
Lunch						
Dinner						
Subtotal - Meals						
Lodging						
Registration						
Transportation: Airfare						
RENTAL Vehicle – Gasoline						62.56
Parking Fees						
Personal Vehicle Mileage @ .445 per mile				0		0
Rental Vehicle						139.87
O						
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					202.43
	Less Procurement Card Charges					202.43
	Less Prepaid Expenses					
	Amount Returned to City					
				Amount Due Employee		

Comments/Justification/Payment Instructions:

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.

 Employee Signature

September 10, 2007

 Date

 Date

Department Manager/Director/City Manager Approval