

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

Employee Name: Alfred T. Dowe, Jr. Social Security Number: [REDACTED]
 Department Name: City Council Department Account Number: [REDACTED]
 Date(s) of Travel: September 12-14, 2007 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:	Wed—12	Thu—13	Fri--14			Total	
Breakfast		0	0			0	
Lunch		1.73	0			1.73	
Dinner		0	0			0	
Subtotal - Meals		1.73	0			1.73	
Lodging	100.57	0	0			100.57	
Registration							
Transportation: Airfare							
RENTAL Vehicle – Gasoline						68.40	
Parking Fees							
Personal Vehicle Mileage @ .445 per mile				0		0	
Rental Vehicle						217.91	
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		388.61
					Less Procurement Card Charges		388.61
					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.

September 18, 2007

Employee Signature

Date

Department Manager/Director/City Manager Approval

Date