

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: November 28-29, 2007 Date Check Required: _____
 21-A Submitted to Finance? Yes: -----No:-----X
 Travel Destination: Richmond, Virginia
 Purpose of Travel: The Criminal Justice Services Board Committee on Training (COT)

EXPENSE SUMMARY

Meals:	Tuesday	Wednesday-28	Thursday--29	Friday	Saturday	Total
Breakfast		0	0			0
Lunch		0	0			0
Dinner		19.49	0			19.49
Subtotal - Meals		19.49	0			19.49
Lodging		100.57	0			100.57
Registration						0
Transportation: Airfare						0
RENTAL Vehicle - Gasoline						48.94
Parking Fees						13.00
Personal Vehicle Mileage @ .485 per mile						0
Rental Vehicle						76.51
Other (Shuttle, Taxi, Tolls, etc.)						0
Other: Baggage Handling						0
Telephone						0
Other (Explain in Comments)						0
* 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					266.51
	Less Procurement Card Charges					266.51
	Less Prepaid Expenses					0
	Amount Returned to City					0
	Amount Due Employee					0

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.

December 6, 2007

[Signature]
Employee Signature

Date

Department Manager/Director/City Manager Approval

Date