

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: December 12-13, 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	Wed--12-	Thursday--13	Friday	Saturday	Total	
Breakfast							
Lunch							
Dinner		7.60	17.84			25.44	
Subtotal - Meals		7.60	17.84			25.44	
Lodging		100.57				100.57	
Registration							
Transportation: Airfare							
RENTAL Vehicle – Gasoline						53.91	
Parking Fees							
Personal Vehicle Mileage @ .485 per mile							
Rental Vehicle						113.18	
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		293.10
					Less Procurement Card Charges		293.10
					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.

December 19, 2007

 Employee Signature

Date

Department Manager/Director/City Manager Approval

Date