Sponsored by Mayor Holt

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA as follows:

That the following advancement and/or reimbursement of travel expenses be approved:

EMPLOYEE	***DESCRIPTION OF TRAVEL***	***ADVANCED EXPENSE***
Kevin Tingle	Deep South Turf Expo	$1,046.00
Zach Tverberg	Deep South Turf Expo	$946.00
Zach Vinson	Deep South Turf Expo	$595.00
Samuel Gaskins	Fire Inspector I Training	$902.81
Christopher Phillips	Confined Space I/II Class	$138.86

ADOPTED this the _____ day of_____, 2018.

_____

_____

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_____

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_____

CITY COUNCIL

APPROVED this _____ day of_____, 2018.

_____

MAYOR

ADOPTED & APPROVED this _____ day of_____, 2018.

_____

CITY CLERK

TRAVEL VOUCHER REQUISITION

DATE: 10/9/18 VOUCHER No. 8287

X 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED $1046.00

_____ 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 283-44725

_____ 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: $1,046.00 1) to employee

OR approve the estimated amount of: $_____ 2) to employee for future reimbursement

OR to disburse the amount of: $_____ 3) for registration, airline ticket, etc.

To Kevin Tingle as travel expense for the following purpose: to attend the Deep South Turf Expo in Biloxi, MS. I will be attending class to get credit for chemical licences.

on the dates of: 11/26 - 11/29/18

ESTIMATED EXPENSES

Gasoline	$ 100.00
Registration Fee	$ 375.00
_____ Miles @ IRS Rate	———
Airline Ticket(s)	———
Lodging	$ 351.00 (3) nights
Meals & Tips	———
Taxi Fares	$ 220.00
Miscellaneous: _____	———
_____	$ ———
Estimated Cost of Trip	$ 1,046.00

SIGNED: Kevin Tingle
PERSON AUTHORIZED TO MAKE TRIP

ALL ADVANCES MUST BE APPROVED BY CITY COUNCIL RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYOR'S OFFICE NO LATER THAN NOON, THURSDAY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUESTS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT AND A COMPLETED TRAVEL EXPENSE REPORT SHOULD BE TURNED IN TO THE ACCOUNTING OFFICE WITHIN FIVE DAYS OF YOUR RETURN FROM THE TRIP. FAILURE TO FOLLOW CITY REIMBURSEMENT POLICY MAY RESULT IN AN EMPLOYEE BEARING THE COST OF THEIR TRIP. FOR MORE INFORMATION ON EXPENSE REIMBURSEMENT REVIEW THE CITY'S TRAVEL EXPENSE REPORT.

APPROVAL

Dept. Head _____ Council Member: _____

Mayor _____ Council Member: _____

OR

Resolution Adopted On: _____

TRAVEL VOUCHER REQUISITION

DATE: 10/9/18 VOUCHER No. 8288

X 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED $946.00

_____ 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 283-44725

_____ 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: $ $946.00 1) to employee

OR approve the estimated amount of: $_____ 2) to employee for future reimbursement

OR to disburse the amount of: $_____ 3) for registration, airline ticket, etc.

To Zach Tverberg as travel expense for the following purpose: to attend the Deep South Turf Expo in Biloxi, MS. I will be attending classes and sessions about sports turf & chemicals.

on the dates of: 11/26 - 11/29/18

ESTIMATED EXPENSES

Gasoline	—
Registration Fee	$375.00
_____ Miles @ IRS Rate	—
Airline Ticket(s)	—
Lodging	$351.00 (3) Nights
Meals & Tips	$220.00
Taxi Fares	
Miscellaneous: _____	—
_____	
Estimated Cost of Trip	$946.00

SIGNED: Zach Tverberg
PERSON AUTHORIZED TO MAKE TRIP

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APPROVAL

Dept. Head Tony Council Member: _____

Mayor _____ Council Member: _____

OR

Resolution Adopted On: _____

TRAVEL VOUCHER REQUISITION

DATE: 10/9/18 VOUCHER No. 8289

X 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED $595.00

_____ 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 283-44725

_____ 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: $595.00 1) to employee

OR approve the estimated amount of: $_____ 2) to employee for future reimbursement

OR to disburse the amount of: $_____ 3) for registration, airline ticket, etc.

To Zach Vinson as travel expense for the following purpose: to attend Deep South Expo in Biloxi, MS. I will be attending sessions about Sports fields, turf management, and chemicals.

on the dates of: 11/26 - 11/29/18

ESTIMATED EXPENSES

Gasoline	—
Registration Fee	$375.00
_____ Miles @ IRS Rate	—
Airline Ticket(s)	—
Lodging	—
Meals & Tips	$220.00
Taxi Fares	—
Miscellaneous: _____	—
_____	—
Estimated Cost of Trip	$595.00

SIGNED: Zach Vin
PERSON AUTHORIZED TO MAKE TRIP

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APPROVAL

Dept. Head _____ Council Member: _____

Mayor _____ Council Member: _____

OR

Resolution Adopted On: _____

TRAVEL VOUCHER REQUISITION

DATE: 10/19/2018 VOUCHER No. 10636

____ 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED $902.81

X 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 42200-283

____ 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: $____ 1) to employee

OR approve the estimated amount of: $____ 2) to employee for future reimbursement

OR to disburse the amount of: $____ 3) for registration, airline ticket, etc.

To Samuel Gaskins as travel expense for the following purpose:

To attend Fire Inspector I at the Alabama Fire College in Tuscaloosa, AL.

on the dates of: 9/24-9/28/2018

ESTIMATED EXPENSES

Gasoline	$63.00
Registration Fee	
____ Miles @ IRS Rate	
Airline Ticket(s)	
Lodging	
Meals & Tips	$839.81
Taxi Fares	
Miscellaneous:	
Estimated Cost of Trip	$902.81

SIGNED: _____

PERSON AUTHORIZED TO MAKE TRIP

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APPROVAL

Dept. Head _____ Council Member: _____

Mayor _____ Council Member: _____

OR

Resolution Adopted On: _____

TRAVEL VOUCHER REQUISITION

DATE: 10/19/2018 VOUCHER No. 10637

____ 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED $138.86

X 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 42200-283

____ 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: $____ 1) to employee

OR approve the estimated amount of: $____ 2) to employee for future reimbursement

OR to disburse the amount of: $____ 3) for registration, airline ticket, etc.

To Christopher Phillips as travel expense for the following purpose:

To attend Confined Space I/II at the Huntsville Regional Training Center in Huntsville, AL.

on the dates of: 9/24 - 9/28/2018

ESTIMATED EXPENSES

Gasoline	$35.00
Registration Fee	
____ Miles @ IRS Rate	
Airline Ticket(s)	
Lodging	
Meals & Tips	$103.86
Taxi Fares	
Miscellaneous: ____	
Estimated Cost of Trip	$138.86

SIGNED: Christopher L. Phillips
PERSON AUTHORIZED TO MAKE TRIP

ALL ADVANCES MUST BE APPROVED BY CITY COUNCIL RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYOR'S OFFICE NO LATER THAN NOON, THURSDAY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUESTS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT AND A COMPLETED TRAVEL EXPENSE REPORT SHOULD BE TURNED IN TO THE ACCOUNTING OFFICE WITHIN FIVE DAYS OF YOUR RETURN FROM THE TRIP. FAILURE TO FOLLOW CITY REIMBURSEMENT POLICY MAY RESULT IN AN EMPLOYEE BEARING THE COST OF THEIR TRIP. FOR MORE INFORMATION ON EXPENSE REIMBURSEMENT REVIEW THE CITY'S TRAVEL EXPENSE REPORT.

APPROVAL

Dept. Head _____ Council Member: _____

Mayor _____ Council Member: _____

OR

Resolution Adopted On: _____