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:

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

ADOPTED this the __________ day of __________________________, 2018.

________________________________________

________________________________________

________________________________________

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 $1,046.00

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 licenses.

on the dates of: 11/20 - 11/29/18

ESTIMATED EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline</td>
<td>$100.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$375.00</td>
</tr>
<tr>
<td>Miles @ IRS Rate</td>
<td></td>
</tr>
<tr>
<td>Airline Ticket(s)</td>
<td>$351.00  (3)Nights</td>
</tr>
<tr>
<td>Lodging</td>
<td>$220.00</td>
</tr>
<tr>
<td>Meals &amp; Tips</td>
<td></td>
</tr>
<tr>
<td>Taxi Fares</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,046.00</td>
</tr>
</tbody>
</table>

Estimated Cost of Trip

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: 

Mayor: 

Council Member: 

Council Member: 

OR

Resolution Adopted On: 

TRAVEL VOUCHER REQUISITION

DATE: 10/9/18  VOUCHER No. 8288

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: $375.00
2) to employee for future reimbursement

OR to disburse the amount of: $351.00
3) for registration, airline ticket, etc.

To Zach Turner 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
Meals & Tips
Taxi Fares
Miscellaneous:

Estimated Cost of Trip $946.00

SIGNED: Zach Turner

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:  T. W.  

Council Member:  

Mayor  

Council Member:  

OR

Resolution Adopted On:  

Resolution Adopted On:  
TRAVEL VOUCHER REQUISITION

DATE: 10/9/18

VOUCHER No. 8289

<table>
<thead>
<tr>
<th>X</th>
<th>1) ADVANCE EXPENSE REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMOUNT REQUESTED $595.00</td>
</tr>
<tr>
<td></td>
<td>CHARGE TO ACCT. No. 283-44725</td>
</tr>
</tbody>
</table>

_______ 2) REIMBURSEMENT REQUEST

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

Authorization is requested to advance the amount of: $595.00

OR approve the estimated amount of: ____________________

OR to disburse the amount of: ____________________

1) to employee

2) to employee for future reimbursement

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
- ______ Miles @ IRS Rate
- Airline Ticket(s)
- Lodging
- Meals & Tips
- Taxi Fares
- Miscellaneous:

$375.00

$220.00

$595.00

Estimated Cost of Trip

SIGNED: Zach Vinson

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 ____________________________

Mayor ____________________________

Council Member: ____________________________

Council Member: ____________________________

OR

Resolution Adopted On: ____________________________
TRAVEL VOUCHER REQUISITION

DATE: 10/11/2018

VOUCHER No. 10636

1) ADVANCE EXPENSE REQUEST

2) REIMBURSEMENT REQUEST

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

AMOUNT REQUESTED: $902.81

CHARGE TO ACCT. No. 42200-283

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 Gaslin 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
Registration Fee

$103.00

Miles @ IRS Rate

Airline Ticket(s)
Lodging
Meals & Tips
Taxi Fares
Miscellaneous:

$839.81

$902.81

Estimated Cost of Trip

SIGNED:

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: 10/19/2018

VOUCHER No. 10637

1) ADVANCE EXPENSE REQUEST

X 2) REIMBURSEMENT REQUEST

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

AMOUNT REQUESTED $138.80

CHARGE TO ACCT. No. 42200-283

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: 9/14-9/28/2018

ESTIMATED EXPENSES

Gasoline

Registration Fee

________ Miles @ IRS Rate

Airline Ticket(s)

Lodging

Meals & Tips

Taxi Fares

Miscellaneous:

______________________________

Estimated Cost of Trip

SIGNED: ________________________

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

Mayor

Council Member:

Council Member:

OR

Resolution Adopted On: