

Sponsored by Mayor Betterton

**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:

<b><u>EMPLOYEE</u></b>	<b><u>DESCRIPTION OF TRAVEL</u></b>	<b><u>ADVANCED EXPENSE</u></b>
Ben Smith	Tuscaloosa, AL	\$816.76
Melissa Bailey	Pelham, AL	\$346.61
Greg Angus	Belton, SC	\$341.85
Jay Gibson	Saraland, AL	\$685.75
Brody Martinez	Tuscaloosa, AL	\$678.18
Terry Hart	Louisville, KY	\$980.00
Terry Borden	Louisville, KY	\$1,180.00

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**CITY COUNCIL**

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

**MAYOR**

**ADOPTED & APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

**CITY CLERK**



TRAVEL VOUCHER REQUISITION

DATE: 9-24-24

VOUCHER NO. PLA - 000025

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$816.76  
 CHARGE TO ACCT. NO. 41710-283

Authorization is requested to advance the amount of: \$ \$160.80 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \$655.96 4) for purchase card

To Ben Smith as travel expense for the following purpose: AL/MS APA  
Confernece in Tuscaloosa, AL.

on the dates of 10/16 to 10/18

SIGNED: Ben Smith   
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL


DEPT. HEAD Melissa H Bailey  
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
<u>240 x .67 Miles @ rate approved by the IRS</u>	<u>\$160.80</u>	<u>\$262.66</u>
Airline Ticket(s)	_____	_____
Lodging	_____	<u>\$393.30</u>
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	_____	_____
Total Advanced	<u>\$160.80</u>	<u>\$655.96</u>
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	_____

I hereby certify that the above amount(s) are true and correct.

SIGNED: Ben Smith   
 PERSON AUTHORIZED TO MAKE TRIP

**NOTE:** ALL ADVANCES MUST BE APPROVED BY CITY COUNCIL RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYORS OFFICE NO LATER THAN NOON, THURSDAY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUEST VOUCHERS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECIEPTS ARE REQUIRED FOR ALL REIMBURSEMENT AND MUST BE TURNED IN TO THE APPROPRIATE ACCOUNTING DEPARTMENT WITHIN FIVE (5) WORKING DAYS OF RETURNING FROM THE TRIP. FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN THE EMPLOYEE BEARING THE COST OF THE TRIP.



**TRAVEL VOUCHER REQUISITION**

DATE: September 24, 2024

VOUCHER NO. PLA - 000027

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$ 346.61  
 CHARGE TO ACCT. NO. 41710-283

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 171.61 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 175.00 4) for purchase card

To Melissa H. Bailey as travel expense for the following purpose: attendance at the 2024 Alabama Brownfields Conference in Pelham, AL

on the dates of 9/19/2024

SIGNED: Melissa Bailey  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD Melissa Bailey  
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
<u>262</u> Miles @ rate approved by the IRS	<u>171.61</u>	<u>175.00</u>
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	<u>171.61</u>	<u>175.00</u>
Total Advanced	_____	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	<u>171.61</u>	_____

I hereby certify that the above amount(s) are true and correct.

SIGNED: Melissa Bailey  
 PERSON AUTHORIZED TO MAKE TRIP

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# TRAVEL VOUCHER REQUISITION

DATE: September 23, 2024

VOUCHER NO. **FIR** - 000035

CHECK ONE:

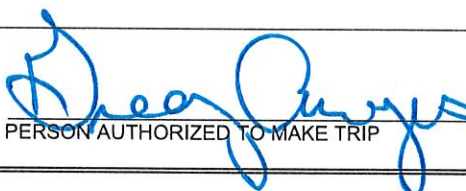
- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$ 341.85  
 CHARGE TO ACCT. NO. 42200-283


Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 341.85 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To Greg Angus as travel expense for the following purpose: \_\_\_\_\_  
 to pick up a forcible entry door for the Training Center in Belton, SC.

on the dates of 9/19/2024-9/20/2024.

SIGNED:   
 PERSON AUTHORIZED TO MAKE TRIP

### APPROVAL

DEPT. HEAD   
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

### ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	\$186.05
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$155.80
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
<b>TOTAL COST OF TRIP</b>	_____	<b>\$341.85</b>
Total Advanced	_____	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	_____

I hereby certify that the above amount(s) are true and correct.

SIGNED:   
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: September 23, 2024

VOUCHER NO. **FIR** - 000034

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$685.75  
 CHARGE TO ACCT. NO. 42200-283


Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 685.75 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To Jay Gibson as travel expense for the following purpose: \_\_\_\_\_  
 to travel to Saraland, AL for Instructor II Class.

on the dates of 9/15/2024-9/20/2024.

SIGNED:   
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD   
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	\$488.23	_____
Meals and Tips	\$197.52	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	\$685.75	_____
Total Advanced	0	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	\$685.75	_____

I hereby certify that the above amount(s) are true and correct.

SIGNED:   
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: August 2, 2024

VOUCHER NO. FIR - 000026

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$678.18  
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ \$678.18 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To Brody Martinez as travel expense for the following purpose: \_\_\_\_\_  
Instructor 1 class Fire Academy, Tuscaloosa, AL

on the dates of 7/22/2024-7/26/2024.

SIGNED: [Signature]  
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD [Signature] COUNCIL MEMBER \_\_\_\_\_  
 MAYOR \_\_\_\_\_ COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	\$50.50	
Registration Fee		
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging	\$483.00	
Meals and Tips	\$144.68	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	\$678.18	
Total Advanced		
Less Cost of Trip		
Rebate Due City or Balance Due Employee	\$678.18	

I hereby certify that the above amount(s) are true and correct.

SIGNED: [Signature]  
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: 9/25/2024

VOUCHER NO. STR - 000005

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED 980.00  
 CHARGE TO ACCT. NO. 283-43120

Authorization is requested to advance the amount of: \$ 180.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 800.00 4) for purchase card

To TERRY HART as travel expense for the following purpose: \_\_\_\_\_  
EQUIPMENT EXPOSITION 2024, LOUISVILLE KY.

on the dates of OCT. 16, 17TH & 18TH

SIGNED: [Signature]  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD [Signature]  
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	800.00
Meals and Tips	180.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
<b>TOTAL COST OF TRIP</b>	<b>180.00</b>	<b>800.00</b>
Total Advanced	180.00	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	_____

I hereby certify that the above amount(s) are true and correct.

SIGNED: [Signature]  
 PERSON AUTHORIZED TO MAKE TRIP

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# TRAVEL VOUCHER REQUISITION

DATE: 9/25/2024

VOUCHER NO. STR - 000004

CHECK ONE:

- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED 1,160.00  
 CHARGE TO ACCT. NO. 283-43120

Authorization is requested to advance the amount of: \$ 330.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 830.00 4) for purchase card

To TERRY BORDEN as travel expense for the following purpose: \_\_\_\_\_  
EQUIPMENT EXPOSITION 2024, LOUISVILLE KY.

on the dates of OCT. 16, 17TH & 18TH

SIGNED: Terry Borden  
 PERSON AUTHORIZED TO MAKE TRIP

### APPROVAL

DEPT. HEAD \_\_\_\_\_  
 MAYOR \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

### ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	<u>150.00</u>	
Registration Fee		<u>30.00</u>
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		<u>800.00</u>
Meals and Tips	<u>180.00</u>	
Taxi Fares		
Miscellaneous: _____		
<b>TOTAL COST OF TRIP</b>	<u>330.00</u>	<u>830.00</u>
Total Advanced	<u>330.00</u>	
Less Cost of Trip		
Rebate Due City or Balance Due Employee		

I hereby certify that the above amount(s) are true and correct.

SIGNED: Terry Borden  
 PERSON AUTHORIZED TO MAKE TRIP

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