

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:

<u>EMPLOYEE</u>	<u>DESCRIPTION OF TRAVEL</u>	<u>ADVANCED EXPENSE</u>
Gabriel Dale Parrish	Guntersville, AL	\$808.85
Lee Butler	Guntersville, AL	\$793.00
Joshua Kelly	Guntersville, AL	\$915.00
David Koonce	Guntersville, AL	\$1,031.45
James McCreless	Guntersville, AL	\$1,100.00
Robby Talcott	Quantico, Virginia	\$5,310.60

ADOPTED this the _____ day of _____, 2024.

CITY COUNCIL

APPROVED this _____ day of _____, 2024.

MAYOR

ADOPTED & APPROVED this _____ day of _____, 2024.

CITY CLERK



TRAVEL VOUCHER REQUISITION

DATE: 9/23/2024

VOUCHER NO. SAN - 000010

CHECK ONE:

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

AMOUNT REQUESTED \$808.85
 CHARGE TO ACCT. NO. 283-43200

Authorization is requested to advance the amount of: \$ 368.00 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to ~~disburse~~ the amount of: \$ 482.05 3) for registration, airline ticket, etc. *Prepd Visa*
 OR approve the amount of: \$ _____ 4) for purchase card

To Gabriel Dale Parrish as travel expense for the following purpose: to attend the 2024 Fall SWANA Forum at Lake Guntersville State Park

on the dates of November 6th - 8th, 2024.

SIGNED: *Dale Parrish*
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD *[Signature]*
 MAYOR _____

COUNCIL MEMBER *[Signature]*
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline		
Registration Fee	<u>100.00</u>	
_____ Miles @ rate approved by the IRS		<u>325.00</u>
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>151.80</u>	<u>157.05</u>
Taxi Fares	<u>75.00</u>	
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>326.80</u>	<u>482.05</u>
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: *Dale Parrish*
 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: 9/23/2024

VOUCHER NO. SAN - 000009

CHECK ONE:

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

AMOUNT REQUESTED \$793.00
 CHARGE TO ACCT. NO. 283-43200

Authorization is requested to advance the amount of: \$ 368.00 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to disburse the amount of: \$ 425.00 3) for registration, airline ticket, etc. *Visa/PP*
 OR approve the amount of: \$ _____ 4) for purchase card

To Lee Butler as travel expense for the following purpose: to attend the 2024 Fall SWANA Forum at Lake Guntersville State Park

on the dates of November 6th - 8th, 2024.

SIGNED: *Lee Butler*
 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	_____	425.00
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	293.00	_____
Meals and Tips	75.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>368.00</u>	<u>425.00</u>
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: *Lee Butler*
 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. RECEIPTS 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: 9/23/2024

VOUCHER NO. SAN - 000011

CHECK ONE:

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

AMOUNT REQUESTED \$915.00
 CHARGE TO ACCT. NO. 283-43200

Authorization is requested to advance the amount of: \$ 490.00 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to disburse the amount of: \$ 425.00 3) for registration, airline ticket, etc. *Prepd/Vis*
 OR approve the amount of: \$ _____ 4) for purchase card

To Joshua Kelly as travel expense for the following purpose: to attend the 2024 Fall SWANA Forum at Lake Guntersville State Park

on the dates of November 6th - 8th, 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	<u>100.00</u>	
Registration Fee		<u>425.00</u>
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging	<u>315.00</u>	
Meals and Tips	<u>75.00</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>490.00</u>	<u>425.00</u>
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

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: 9/23/2024

VOUCHER NO. SAN - 000008

CHECK ONE:

- | | | | |
|-------------------------------------|--|---------------------|-----------|
| <input type="checkbox"/> | 1) ADVANCE EXPENSE REQUEST | AMOUNT REQUESTED | \$1031.45 |
| <input checked="" type="checkbox"/> | 2) REIMBURSEMENT REQUEST | CHARGE TO ACCT. NO. | 283-43200 |
| <input checked="" type="checkbox"/> | 3) PRE-PAID EXPENSES (registration, airline, etc.) | | |
| <input checked="" type="checkbox"/> | 4) PURCHASE CARD REQUEST | | |


Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 160.80 2) to employee for reimbursement
 OR to disburse the amount of: \$ 482.05 3) for registration, airline ticket, etc. *visa/itpa*
 OR approve the amount of: \$ 388.60 4) for purchase card

To David Koonce as travel expense for the following purpose: to attend the 2024 Fall SWANA Forum at Lake Guntersville State Park

on the dates of November 5th - 8th, 2024.

SIGNED: _____
PERSON AUTHORIZED TO MAKE TRIP


APPROVAL

DEPT. HEAD		COUNCIL MEMBER	_____
MAYOR	_____	COUNCIL MEMBER	_____
		OR	
		RESOLUTION ADOPTED ON	_____

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	325.00
240 Miles @ rate approved by the IRS	160.80	_____
Airline Ticket(s)	_____	_____
Lodging	_____	460.65
Meals and Tips	_____	85.00
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	160.80	870.65
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

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. RECEIPTS 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: 10/3/2024

VOUCHER NO. STR - 000006

CHECK ONE:

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

AMOUNT REQUESTED \$1,100.00
 CHARGE TO ACCT. NO. 283.43/20

Authorization is requested to advance the amount of: \$ 275.00 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: \$ 825.00 4) for purchase card

To JAMES MCCRELESS as travel expense for the following purpose: _____
Swana Fall Forum, Lake Guntersville, Al

on the dates of Nov 6-8, 2024

SIGNED: Jean McCluskey
 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	100.00	
Registration Fee		425.00
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		400.00
Meals and Tips	175.00	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>275.00</u>	<u>825.00</u>
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: Jean McCluskey
 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. RECEIPTS 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: October 1, 2024

VOUCHER NO. POL - 25-000001

CHECK ONE:

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

AMOUNT REQUESTED \$5,310.60
 CHARGE TO ACCT. NO. 42100-283

Authorization is requested to advance the amount of: \$ _____ 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: \$ 5,310.60 4) for purchase card

To Robby Talcott as travel expense for the following purpose: _____

Lodging and meals for 14 members of the SWAT Team to attend Joint State and Federal Law Enforcement Training in Quantico, Virginia

on the dates of October 6 - 11, 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	_____	4,310.60
Meals and Tips	_____	1,000.00
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	_____	<u>5,310.60</u>
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

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. RECEIPTS 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.