

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>
Cindy Ingram	Pigeon Forge, TN	\$1,161.89
Melanie Henry	Montgomery, AL	\$540.25
Candace Treece	Montgomery, AL	\$540.25
Daniel Nash	Opelika, AL	\$452.90
Mark Senf	Huntsville, AL	\$69.23

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: 10-21-24 VOUCHER No. 10212024

- 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED 1161.89 kw
- 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. _____
- 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 Cindy Ingram as travel expense for the following purpose: TUPPA
Customer Experience Conference - Pigeon Forge
Tennessee

on the dates of: 11-13-2024 through 11-15-2024

ESTIMATED EXPENSES

Gasoline	_____	_____
Registration Fee	_____	_____
<u>329</u> Miles @ IRS Rate <u>.67</u>	<u>220.43</u>	<u>509.00 - Invoiced</u>
Airline Ticket(s)	_____	_____
Lodging	<u>581.46</u>	_____
Meals & Tips	<u>340.00</u>	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
Estimated Cost of Trip	<u>1161.89</u>	_____

SIGNED: Cindy Ingram
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 [Signature] Council Member: _____
 Mayor _____ Council Member: _____
 OR
 Resolution Adopted On: _____

10-21-24 - sent \$ 509 Invoice to leann



TRAVEL VOUCHER REQUISITION

DATE: 10/11/2024

VOUCHER NO. MU-00001

CHECK ONE:

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

AMOUNT REQUESTED \$540.25
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 490.25 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to disburse the amount of: \$ 50.00 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ _____ 4) for purchase card

To MELANIE HENRY as travel expense for the following purpose: AOC 1-DAY SEMINAR FOR CLERKS AND MAGISTRATES FOR 6 CLES INCLUDING 1 HOUR FOR ETHICS JOY EVANS, AOC 1-DAY SEMINAR, 300 DEXTER AVE., MONTGOMERY, AL 36104-3741
 on the dates of 12/05/2024 THRU 12/06/2024.

SIGNED: Melanie Henry
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD *Christopher A. Smith*
 MAYOR _____

COUNCIL MEMBER _____
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	50.00	_____
450 _____ Miles @ rate approved by the IRS	301.50	_____
Airline Ticket(s)	_____	_____
Lodging	128.75	_____
Meals and Tips	60.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	<u>540.25</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: Melanie Henry
 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: 10/11/2024

VOUCHER NO. MU - 00002

CHECK ONE:

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

AMOUNT REQUESTED \$540.25
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 490.25 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to disburse the amount of: \$ 50.00 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ _____ 4) for purchase card

To CANDACE TREECE as travel expense for the following purpose: AOC 1-DAY SEMINAR FOR CLERKS AND MAGISTRATES FOR 6 CLES INCLUDING 1 HOUR FOR ETHICS JOY EVANS, AOC 1-DAY SEMINAR, 300 DEXTER AVE., MONTGOMERY, AL 36104-3741
 on the dates of 12/05/2024 THRU 12/06/2024.

SIGNED: *Candace Treece*
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD *Christopher A. Smith*
 MAYOR _____

COUNCIL MEMBER _____
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	50.00	_____
450 Miles @ rate approved by the IRS	301.50	_____
Airline Ticket(s)	_____	_____
Lodging	128.75	_____
Meals and Tips	60.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	<u>540.25</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: *Candace Treece*
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: October 11, 2024

VOUCHER NO. POL - 00003

CHECK ONE:

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

AMOUNT REQUESTED \$452.90
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 452.90 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 Daniel Nash as travel expense for the following purpose: _____
 For lodging and meals for Daniel Nash to attend the FLETC Basic Tactical Medical Instructor Training Program in Opelika, Alabama
 on the dates of October 21 - 24, 2024.

SIGNED: Daniel Nash by [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	372.90	_____
Meals and Tips	80.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>452.90</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

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TRAVEL VOUCHER REQUISITION

DATE: October 30, 2024

VOUCHER NO. POL - 25-00004

CHECK ONE:

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

AMOUNT REQUESTED \$69.23
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 69.23 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 Mark Senf as travel expense for the following purpose: _____

For meals for Mark Senf to attend the FBI LEEDA - Command Leadership Institute in Huntsville, Alabama

on the dates of October 21 - 25, 2024.

SIGNED: *Mark Senf*
 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	_____	_____
Meals and Tips	69.23	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>69.23</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

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