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 Barry Haddock Chynna McKelvey Justin Wright Michael Hand Antonio Hiles Kaytrina Simmons Derek Murphy Robert Finley Terry Craig Borden Hayden Hawk Gina Butler	DESCRIPTION OF TA SWANA Spring Con ALLEAPS Conference FBI LEEDA — Pelham Field Training Cours NLC Congressional of Al Vector Managem AL Vector Managem SWANA Spring Conference Hazmat/MMD Tech Crime Scene Photog	ADVANCED EXPENSE \$1,530.00 \$215.51 \$315.06 \$195.00 \$195.00 \$4,833.64 \$875.00 \$940.00 \$1,430.00 \$206.11 \$458.40	
ADOPTED this the	day of		, 2025.
		-	
		CITY COUNCIL	
APPROVED this	day of		, 2025.
		MAYOR	
ADOPTED & APPROVE	D this day of_		, 2025.
		CITY CLERK	



DATE: 1/17/2025 VOUCHER NO. SAN - 000013 CHECK ONE: 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$1530.00 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. NO. 283-43200 3) PRE-PAID EXPENSES (registration, airline, etc.) 4) PURCHASE CARD REQUEST Authorization is requested to advance the amount of: \$ 1035.00 1) to employee OR approve the amount of: to employee for reimbursement OR to disburse the amount of: 3) for registration, airline ticket, etc. OR approve the amount of. \$ 495.00 4) for purchase card To Barry Haddock as travel expense for the following purpose: to attend the SWANA Alabama Spring Meeting at the Perdido Beach Resort in Orange Beach, AL on the dates of March 30th - April 2, 2025 SIGNED: PERSON AUTHORIZED TO MAKE TRIP **APPROVAL** COUNCIL MEMBER DEPT. HEAD COUNCIL MEMBER MAYOR RESOLUTION ADOPTED ON **ESTIMATED TRIP EXPENSES** Expenses paid w/ Regular Expenses **Purchase Card** Gasoline 150.00 Registration Fee 495.00 Miles @ rate approved by the IRS Airline Ticket(s) Lodging 715.00 Meals and Tips 170.00 Taxi Fares Miscellaneous: TOTAL COST OF TRIP 1035.00 495.00 **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 VOCUCHERS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. <u>RECIEPTS ARE REQUIRED FOR ALL REIMBURSEMENT</u> 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.



DA RENAISSANCE	ATE: 1/22/2025		VOUCHER NO. POL	- 00020
CHECK ONE: 1) ADVANCE EXPEN 2) REIMBURSEMEN 3) PRE-PAID EXPEN 4) PURCHASE CARE	T REQUEST SES (registration, airline	CHAR	JNT REQUESTED GE TO ACCT. NO.	\$ 215.51 283-42100
OR to di	pprove the amount of: sburse the amount of: approve the amount of. rnna McKelvey to at	\$\$ \$185.51 as travel expens	3) for registration, ai 4) for purchase card e for the following purpo	irline ticket, etc. I se:
on the dates of February 10-11,		SIGNED: OPERS	Lynna MEKell ON AUTHORIZED TO MAKE	vy dry de
DEPT. HEAD 1	Her	COUNCIL ME OR RESOLUTIO	N ADOPTED ON	
	ESTIMATI	ED TRIP EXPENS	ES Regular Expenses	Expenses paid w/ Purchase Card
Gasoline Registration FeMil Airline Ticket(s Lodging Meals and Tips Taxi Fares Miscellaneous:	es @ rate approved b)	by the IRS	30.00	185.51
	TOTAL	COST OF TRIP	30.00	185.51
Rebate I hereby certify that the above ar	Le Due City or Balance			MATERIAL STATE OF STA
		SIGNED:	SON ALITHODIZED TO MAKE	

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RENAISSNECE	DATE: 1/21/2025	١	OUCHER NO. POL	- <u>25-00017</u>
CHECK ONE: 1) ADVANC 2) REIMBU 3) PRE-PA	CE EXPENSE REQUEST IRSEMENT REQUEST ID EXPENSES (registration, airline ASE CARD REQUEST	CHARG	NT REQUESTED SE TO ACCT. NO.	315.06 283-42100
To Justin Wright	OR approve the amount of: OR to disburse the amount of: OR approve the amount of: OR approve the amount of.	\$\$ \$as travel expense	for the following purpo	irline ticket, etc. I se:
Pelham, Alabama	als for Justin Wright to attend	me FBI LEEDA	Leadership Integrity	y training in
on the dates of 2/10-2	2/11/2025			
on the dates of <u>2/10-2</u>		SIGNED:	stin Wright O	TRIP AS
DEPT. HEAD MAYOR	Sto the	COUNCIL MENT COUNCIL MENT COUNCIL MENT OR RESOLUTION	MDED	
	COTIMATE		· o	
	ESTIMATE	ED TRIP EXPENSE	:S Regular Expenses	Expenses paid w/ Purchase Card
Reg Airlir Lodo Mea Taxi	oline istration FeeMiles @ rate approved b ne Ticket(s) ging ls and Tips Fares cellaneous:	y the IRS	255.06 60	
	TOTAL C	OST OF TRIP	315.06	
I hereby certify that the				TOTAL PROPERTY OF THE PROPERTY
		SIGNED:		
		DEDO	ON ALITHORIZED TO MAKE	

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MAIS RENAISS NACE	ATE: 1/21/2025		VOUCHER NO. POL	<u>25-00018</u>
CHECK ONE: 1) ADVANCE EXPEN 2) REIMBURSEMEN 3) PRE-PAID EXPEN 4) PURCHASE CARI	T REQUEST ISES (registration, airline	CHA	OUNT REQUESTED ARGE TO ACCT. NO.	195.00 283-42100
OR to d	pprove the amount of: isburse the amount of: approve the amount of. Michael Hand to at College in Muscle	\$150.00 \$ as travel expe tend the Field Shoals, Alaba	2) to employee for r 3) for registration, a 4) for purchase care ense for the following purper d Training Officer Cour	irline ticket, etc. d ose: ese at
		PPROVAL		: I/KIP
DEPT. HEAD MAYOR	5146	COUNCIL COUNCIL OF	MEMBER MEMBER RION ADOPTED ON	
	ESTIMAT	ED TRIP EXPE	NSES	
			Regular Expenses	Expenses paid w/ Purchase Card
Airline Ticket(s	es @ rate approved b	by the IRS	150.00	
Lodging Meals and Tips Taxi Fares Miscellaneous:			45	
	TOTAL	COST OF TRI	P 195.00	
		Total Advance	TO SHARE WHITE THE PARTY OF THE	THE CONTRACT AND ADDRESS OF A PARTY OF A CONTRACT AND ADDRESS OF A CON
		ess Cost of Tri		
Rebate I hereby certify that the above ar	Due City or Balance		е	Control Contro
say sarany ande and above an	nount(s) are true artu			
		SIGNED:	ERSON AUTHORIZED TO MAKE	TDID
		г	LINGUIN AUTHORIZED TO MAKE	- IKIP

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PHILIT'S RENAISSNICE	DATE: 1/21/2025	\	OUCHER NO. POL	- 25-00019
CHECK ONE: 1) ADVANCE 2) REIMBURS 3) PRE-PAID	EXPENSE REQUEST SEMENT REQUEST EXPENSES (registration, airline E CARD REQUEST	CHARC	NT REQUESTED SE TO ACCT. NO.	195.00 283-42100
To NWSCC/Antonio For registration and me	OR approve the amount of: OR to disburse the amount of: OR approve the amount of. Hiles eals for Antonio Hiles to attended the amount of the a	\$\$ \$150.00 \$ as travel expense and the Field Tra		rline ticket, etc.
of the dates of May 27-		SIGNED: On PERSO	tonio Hilos las	4 X 2 TRIP
DEPT. HEAD MAYOR	PS ALL	COUNCIL MEI OR	MBERMBERADOPTED ON	
	ESTIMATE	D TRIP EXPENSE		
Gasolir Registr			Regular Expenses	Expenses paid w/ Purchase Card
Airline Lodging Meals a Taxi Fa	Miles @ rate approved b Ticket(s) g and Tips	y the IRS	45	
		OST OF TRIP	195.00	
I hereby certify that the a		otal Advanced ss Cost of Trip Due Employee correct.	Management	
		SIGNED:	ON AUTHORIZED TO MAKE	TDID
		L EUO	OIT AO I HORIZED TO MAKE	INF

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 VOCUCHERS 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.



DATE: January 10, 2025	VOUCHER NO. <u>CO</u> - <u>000015</u>
CHECK ONE: 1) ADVANCE EXPENSE REQUEST 2) REIMBURSEMENT REQUEST 3) PRE-PAID EXPENSES (registration, airline, etc. 4) PURCHASE CARD REQUEST	AMOUNT REQUESTED \$4,833.64 CHARGE TO ACCT. NO. 283-41112
Authorization is requested to advance the amount of: OR approve the amount of: OR to disburse the amount of: OR approve the amount of: \$	1) to employee 2) to employee for reimbursement 3) for registration, airline ticket, etc. 3,089.24 4) for purchase card stravel expense for the following purpose: to attend
on the dates of March 7-12, 2025 .	FIGNED: PERSON AUTHORIZED TO MAKE TRIP
DEPT. HEAD MAYOR	COUNCIL MEMBER COUNCIL MEMBER OR RESOLUTION ADOPTED ON
<u>ESTIMATED </u>	TRIP EXPENSES Regular Expenses Expenses paid w/ Purchase Card
Gasoline Registration Fee 142 Miles @ rate approved by the Airline Ticket(s) Lodging Meals and Tips Taxi Fares Miscellaneous: Airport Parking/bagga	900.00 600.00 600.00 145.00 49.95
TOTAL COS	
Less Rebate Due City or Balance Due I hereby certify that the above amount(s) are true and cor	
	PERSON AUTHORIZED TO MAKE TRIP

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DATE: 1./101/2025 VOUCHER NO. STR - 000007 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$875.00 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. NO. 283-43120 3) PRE-PAID EXPENSES (registration, airline, etc.) 4) PURCHASE CARD REQUEST Authorization is requested to advance the amount of: \$ 225.00 1) to employee OR approve the amount of: \$ 2) to employee for reimbursement 150 00 3) for registration, airline ticket, etc. OR to disburse the amount of: \$ OR soprove the amount of. \$ 500.00 4) for purchase card To Derek Murphy as travel expense for the following purpose: Travel to Orange Beach for the AL Vector Management 2025 on the dates of Feb. 26- Feb. 28 SIGNED: South Mu PERSON AUTHORIZED TO MAKE TRIP **APPROVAL** COUNCIL MEMBER _____ DEPT. HEAD COUNCIL MEMBER MAYOR RESOLUTION ADOPTED ON ESTIMATED TRIP EXPENSES Expenses paid w/ Regular Expenses Purchase Card Gasoline 65.00 Registration Fee 150.00 Miles @ rate approved by the IRS Airline Ticket(s) Lodging 500.00 Meals and Tips 160.00 Taxi Fares Miscellaneous: TOTAL COST OF TRIP 375.00 500.00 Tota! 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

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, THURS: AY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUEST VOCUCHERS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECIEPTS ARE FOURED FOR ALL REIMBURSEMENT AND MUST BE TURNED IN TO THE APPROPRIATE ACCOUNTING DEPARTMENT WITHIN FIVE (5) WORKING DATA OF RETURNING FROM THE TRIP. FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN THE EMPLOYEE



DA RENAISSAND	ATE: 1/10/2025	VOUCHER NO. STE	<u>R - 000008</u>
1) ADVANCE EXPEN 2) REIMBURSEMEN 3) PRE-PAID EXPEN 4) PURCHASE CARE	T REQUEST SES (registration, airline, etc.)	AMOUNT REQUESTED CHARGE TO ACCT. NO.	\$940.00 283-43120
OR to di	pprove the amount of: \$sburse the amount of: \$approve the amount of. \$as training as train	290.00 1) to employee 2) to employee for a 150.00 3) for registration, a 500.00 4) for purchase care vel expense for the following purpo	airline ticket, etc. d
on the dates of Feb. 26- Feb. 2	8 . S/GN	NED: PER 30N AUTHORIZED TO MAKE	: TRIP
DEPT. HEADMAYOR		OUNCIL MEMBER OUNCIL MEMBER OR ESOLUTION ADOPTED ON	
	ESTIMATED TRI	PEXPENSES	
		Regular Expenses	Expenses paid w/ Purchase Card
Gasoline Registration Fe Mix Airline Ticket(s)	es @ rate approved by the if	130.00 150.00	
Lodging Meals and Tips Taxi Fares Miscellaneous:		160.00	500.00
Rebate I hereby certify that the above an	TOTAL COST C Total Ad Less Cos Due City or Balance Due Co nount(s) are true and correct SIGN	et of Trip mployee	500.00

ALL ADVANCES MUST BE APPROVED 3Y CITY COUNCE RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYORS OFFICE NO LATER THAN NOON, THURSDAY, FRIOR TO THE COUNCIL MEETING. REIMEURSEMENT REQUEST VOCUCHERS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECIENTS 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



RENAISS NECE	DATE: 1/17/2025	V	OUCHER NO. SAN	- 000014
2) REIMB 3) PRE-P	NCE EXPENSE REQUEST URSEMENT REQUEST AID EXPENSES (registration, airling HASE CARD REQUEST	CHARG	NT REQUESTED SE TO ACCT. NO.	\$1430.00 283-43200
To Terry Craig Bo	oR approve the amount of: OR approve the amount of: OR to disburse the amount of: OR approve the amount of. Orden Spring Meeting at the Perdido	\$\$ \$395.00 as travel expense	3) for registration, ai4) for purchase cardfor the following purpo	rline ticket, etc. se: to attend the
on the dates of Mar	ch 30th - April 2, 2025 .	SIGNED: IN	MAUTHORIZED TO MAKE	TRIP
DEPT. HEAD	AI	COUNCIL MEN OR	MBER MBER ADOPTED ON	
	ESTIMAT	ED TRIP EXPENSE		Expenses paid w/
_			Regular Expenses	Purchase Card
Re Aii Lo Me Ta	asoline egistration FeeMiles @ rate approved I line Ticket(s) dging eals and Tips xi Fares scellaneous:	by the IRS	715.00 170.00	395.00
		COST OF TRIP	1035.00	395.00
I hereby certify that		correct.		
		SIGNED: /	11 16 /	

NOTE:

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DATE: January 17, 2025 VOUCHER NO. FIR -000042 CHECK ONE: 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$206.11 2) REIMBURSEMENT REQUEST CHARGE TO ACCT, NO. 42200-283 3) PRE-PAID EXPENSES (registration, airline, etc.) 4) PURCHASE CARD REQUEST Authorization is requested to advance the amount of: 1) to employee OR approve the amount of: 206.11 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 Hayden Hawk as travel expense for the following purpose: Hazmat/MMD Technician Class in Albertville, AL on the dates of 12/5/2024-12/9/2024 SIGNED: **APPROVAL** COUNCIL MEMBER _____ DEPT. HEAD COUNCIL MEMBER MAYOR RESOLUTION ADOPTED ON **ESTIMATED TRIP EXPENSES** Expenses paid w/ Regular Expenses **Purchase Card** Gasoline \$42.20 Registration Fee Miles @ rate approved by the IRS Airline Ticket(s) Lodging Meals and Tips \$163.91 Taxi Fares Miscellaneous: TOTAL COST OF TRIP **Total Advanced** Less Cost of Trip Rebate Due City or Balance Due Employee \$206.11 I hereby certify that the above amount(s) are true and correct. SIGNED: PERSON AUTHORIZED TO MAKE TRIP

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TALLY RENAISSNICE	DATE: 1/15/2025	V	OUCHER NO. POL	- 00016
CHECK ONE: 1) ADVANCE EXPE 2) REIMBURSEME	NT REQUEST NSES (registration, airline,	CHARG	NT REQUESTED E TO ACCT. NO.	458.40 283-42100
OR to	R approve the amount of: disburse the amount of: R approve the amount of. s for Gina Butler to atte		_ 1) to employee _ 2) to employee for re _ 3) for registration, ai _ 4) for purchase card for the following purpo cene Photography	rline ticket, etc. se:
DEPT. HEAD MAYOR	S (L	COUNCIL MEN COUNCIL MEN COUNCIL MEN OR RESOLUTION	IBER	
Gasoline	<u>ESTIMATE</u>	D TRIP EXPENSE	<u>S</u> Regular Expenses	Expenses paid w/ Purchase Card
Registration I	files @ rate approved by (s) ps		150.00	308.40
Reba I hereby certify that the above a	To Les te Due City or Balance D	OST OF TRIP otal Advanced ss Cost of Trip Oue Employee orrect.	150.00	308.40
		SIGNED:	N AUTHORIZED TO MAKE	TDID

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