

**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>
Barry Haddock	SWANA Spring Conference-Orange Beach, AL	\$1,530.00
Chynna McKelvey	ALLEAPS Conference-Dothan, AL	\$215.51
Justin Wright	FBI LEEDA – Pelham, AL	\$315.06
Michael Hand	Field Training Course -Muscle Shoals, AL	\$195.00
Antonio Hiles	Field Training Course – Muscle Shoals, AL	\$195.00
Kaytrina Simmons	NLC Congressional Conference-Washington, DC	\$4,833.64
Derek Murphy	AI Vector Management-Orange Beach, AL	\$875.00
Robert Finley	AL Vector Management-Orange Beach, AL	\$940.00
Terry Craig Borden	SWANA Spring Conference-Orange Beach, AL	\$1,430.00
Hayden Hawk	Hazmat/MMD Tech Class-Albertville, AL	\$206.11
Gina Butler	Crime Scene Photography -Jefferson County, AL	\$458.40

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**CITY COUNCIL**

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

**MAYOR**

**ADOPTED & APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

**CITY CLERK**



**TRAVEL VOUCHER REQUISITION**

DATE: 1/17/2025

VOUCHER NO. SAN - 000013

CHECK ONE:

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

AMOUNT REQUESTED \$1530.00  
 CHARGE TO ACCT. NO. 283-43200

Authorization is requested to advance the amount of: \$ 1035.00 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: \$ 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: Barry Haddock  
 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	<u>150.00</u>	
Registration Fee		<u>495.00</u>
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging	<u>715.00</u>	
Meals and Tips	<u>170.00</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>1035.00</u>	<u>495.00</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: Barry Haddock  
 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: 1/22/2025

VOUCHER NO. POL - 00020

CHECK ONE:

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

AMOUNT REQUESTED \$ 215.51  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 30.00 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: \$ 185.51 4) for purchase card

To Chynna McKelvey as travel expense for the following purpose: \_\_\_\_\_

For lodging and meals for Chynna McKelvey to attend ALLEAPS Peer Support Conference  
in Dothan, Alabama

on the dates of February 10-11, 2025

SIGNED: Chynna McKelvey  
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	_____	185.51
Meals and Tips	30.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>30.00</u>	<u>185.51</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.



**TRAVEL VOUCHER REQUISITION**

DATE: 1/21/2025

VOUCHER NO. POL - 25-00017

CHECK ONE:

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

AMOUNT REQUESTED 315.06  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 315.06 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: \$ \_\_\_\_\_ 4) for purchase card

To Justin Wright as travel expense for the following purpose: \_\_\_\_\_  
For lodging and meals for Justin Wright to attend the FBI LEEDA Leadership Integrity training in Pelham, Alabama  
 on the dates of 2/10-2/11/2025.

SIGNED: Justin Wright  
 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	255.06	_____
Meals and Tips	60	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>315.06</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: 1/21/2025

VOUCHER NO. POL - 25-00018

CHECK ONE:

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

AMOUNT REQUESTED 195.00  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 45.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 150.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To NWSCC/Michael Hand as travel expense for the following purpose: \_\_\_\_\_  
For registration and meals for Michael Hand to attend the Field Training Officer Course at  
Northwest Shoals Community College in Muscle Shoals, Alabama  
 on the dates of May 27-29, 2025.

SIGNED: Michael Hand  
 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	<u>150.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>45</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>195.00</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: 1/21/2025

VOUCHER NO. POL - 25-00019

CHECK ONE:

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

AMOUNT REQUESTED 195.00  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 45.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 150.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To NWSCC/Antonio Hiles as travel expense for the following purpose: \_\_\_\_\_  
 For registration and meals for Antonio Hiles to attend the Field Training Officer Course at  
Northwest Shoals Community College in Muscle Shoals, Alabama  
 on the dates of May 27-29, 2025.

SIGNED: Antonio Hiles 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	<u>150.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>45</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>195.00</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: January 10, 2025

VOUCHER NO. CO - 000015

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: \$ 1,744.40 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: \$ 3,089.24 4) for purchase card

To Kaytrina Simmons as travel expense for the following purpose: to attend Annual NLC Congressional Conference

on the dates of March 7-12, 2025

SIGNED: *Kaytrina Simmons*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD \_\_\_\_\_  
 MAYOR *Att*

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
142 Miles @ rate approved by the IRS	99.40	350.00
Airline Ticket(s)	_____	665.96
Lodging	_____	2,023.33
Meals and Tips	900.00	_____
Taxi Fares	600.00	_____
Miscellaneous: <u>Airport Parking/baggage</u>	145.00	_____
<u>Flight Insurance</u>	_____	49.95
TOTAL COST OF TRIP	<u>1,744.40</u>	<u>3,089.24</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: *Kaytrina Simmons*  
 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: 1/10/2025

VOUCHER NO. STR - 000007

CHECK ONE:

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

AMOUNT REQUESTED \$875.00  
 CHARGE TO ACCT. NO. 283-43120

Authorization is requested to advance the amount of: \$ 225.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 150.00 3) for registration, airline ticket, etc.  
 OR approve 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: Derek Murphy  
 PERSON AUTHORIZED TO MAKE TRIP

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

**APPROVAL**

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	<u>65.00</u>	
Registration Fee	<u>150.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		<u>500.00</u>
Meals and Tips	<u>160.00</u>	
Taxi Fares		
Miscellaneous: _____		
<b>TOTAL COST OF TRIP</b>	<u><b>375.00</b></u>	<u><b>500.00</b></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: Derek Murphy  
 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: 1/10/2025

VOUCHER NO. STR - 000008

CHECK ONE:

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

AMOUNT REQUESTED \$940.00  
 CHARGE TO ACCT. NO. 283-43120

Authorization is requested to advance the amount of: \$ 290.00 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 150.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 500.00 4) for purchase card

To Robert Finley 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: [Signature]  
 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>130.00</u>	
Registration Fee	<u>150.00</u>	
Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		<u>500.00</u>
Meals and Tips	<u>160.00</u>	
Taxi Fares		
Miscellaneous:		
<b>TOTAL COST OF TRIP</b>	<u><b>440.00</b></u>	<u><b>500.00</b></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: [Signature]  
 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: 1/17/2025

VOUCHER NO. SAN - 000014

CHECK ONE:

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

AMOUNT REQUESTED \$1430.00  
 CHARGE TO ACCT. NO. 283-43200

Authorization is requested to advance the amount of: \$ 1035.00 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: \$ 395.00 4) for purchase card

To Terry Craig Borden 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: Terry Craig 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>395.00</u>
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging	<u>715.00</u>	
Meals and Tips	<u>170.00</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>1035.00</u>	<u>395.00</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: Terry Craig Borden  
 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: January 17, 2025

VOUCHER NO. **FIR** - **000042**

CHECK ONE:

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

AMOUNT REQUESTED \$206.11  
 CHARGE TO ACCT. NO. 42200-283

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: *Hayden Hawk*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD *Tim* COUNCIL MEMBER \_\_\_\_\_  
 MAYOR \_\_\_\_\_ COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ 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: _____		
_____		
<b>TOTAL COST OF TRIP</b>	_____	_____
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: *Hayden Hawk*  
 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: 1/15/2025

VOUCHER NO. POL - 00016

CHECK ONE:

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

AMOUNT REQUESTED 458.40  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 150.00 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: \$ 308.40 4) for purchase card

To Gina Butler as travel expense for the following purpose: \_\_\_\_\_  
Lodging and meal expenses for Gina Butler to attend the Crime Scene Photography training course  
in Jefferson County, Alabama  
 on the dates of 3/12 - 14/2025.

SIGNED: Gina Butler by AD  
 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	_____	_____
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	308.40
Meals and Tips	150.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>150.00</u>	<u>308.40</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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