

**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>
Kisha Hatton	Leadership Strategies of Champions-Tuscaloosa	\$723.76
Tim Anerton	Smoke Diver Class Graduation-Tuscaloosa	\$64.57
Alex Atchley	Magistrate Certification Class-Huntsville	\$594.15
Melanie Henry	Magistrate Certification Class-Huntsville	\$594.15
Chelsey Staggs	Magistrate Certification Class-Huntsville	\$798.30
Amanda Rutledge	Magistrate Certification Class-Birmingham	\$793.08
Donna McKinney	Magistrate Certification Class-Birmingham	\$793.08
Michelle Eubanks	Alabama Women Leading Government-Gadsden	\$618.11
Ryan Orrick	Community Risk Reduction Class-Tuscaloosa	\$353.81
Candace Treece	Magistrate Certification Class-Birmingham	\$793.08
Jason Kelley	Hazmat/MMD Tech Class-Albertville, AL	\$424.96
Justin Ezekiel	Smoke Diver Class-Tuscaloosa	\$1,527.65
Jerry Neese	Hazmat/MMD Technician-Eufaula	\$837.32
Dustin Simmons	Smoke Diver Class- Tuscaloosa, AL	\$350.00

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**CITY COUNCIL**

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

\_\_\_\_\_  
**MAYOR**

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

\_\_\_\_\_  
**CITY CLERK**



TRAVEL VOUCHER REQUISITION

DATE: Feb 07, 2025

VOUCHER No. 02072025

X 1) ADVANCE EXPENSE REQUEST

AMOUNT REQUESTED 723.76

2) REIMBURSEMENT REQUEST

CHARGE TO ACCT. No. \_\_\_\_\_

3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: \$ 723.76 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 Kisha Hatton as travel expense for the following purpose: Leadership Strategies of Champions, 320 Paul W Bryant Drive, Tuscaloosa AL 35401

on the dates of: April 22-24, 2025

ESTIMATED EXPENSES

Gasoline	<u>n/a</u>	
Registration Fee	<u>Pre-paid through accounting</u>	<u>\$467.00</u>
<u>270</u> Miles @ IRS Rate .70	<u>189.00</u>	
Airline Ticket(s)	<u>n/a</u>	
Lodging	<u>311.66</u>	
Meals & Tips	<u>200.00</u>	
Taxi Fares	<u>n/a</u>	
Miscellaneous: <u>daily parking fee: \$7.70</u>	<u>23.10</u>	
	<u>n/a</u>	
Estimated Cost of Trip	<u>723.76</u>	<u>Total cost - \$1190.76</u>

SIGNED:

Kisha Hatton  
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: \_\_\_\_\_



**TRAVEL VOUCHER REQUISITION**

DATE: February 5, 2025

VOUCHER NO. **FIR** - **000046**

CHECK ONE:

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

AMOUNT REQUESTED \$64.57  
 CHARGE TO ACCT. NO. 42200-283


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: \$ \$64.57 4) for purchase card

To Tim Anerton as travel expense for the following purpose: Smoke Diver  
Class Graduation for Justin Ezekiel & Dustin Simmons.

on the dates of 1/31/2025.

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	_____	_____
Meals and Tips	_____	\$64.57
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	_____	\$64.57
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: 01/31/2025

VOUCHER NO. MU - 000013

CHECK ONE:

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

AMOUNT REQUESTED \$594.15  
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 354.15 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To ALEX ATCHLEY as travel expense for the following purpose: TRAVEL TO HUNTSVILLE, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 03/05/2025 - 03/07/2025.

SIGNED: *Alex Atchley*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>150</u> Miles @ rate approved by the IRS	105.00	_____
Airline Ticket(s)	_____	_____
Lodging	164.15	_____
Meals and Tips	85.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	594.15	_____
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: *Alex Atchley*  
 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: 01/31/2025

VOUCHER NO. MU - 000014

CHECK ONE:

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

AMOUNT REQUESTED \$594.15  
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 354.15 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 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: TRAVEL TO HUNTSVILLE, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 03/05/2025 - 03/07/2025.

SIGNED: Melanie Henry  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD Chris Smith  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>150</u> Miles @ rate approved by the IRS	105.00	_____
Airline Ticket(s)	_____	_____
Lodging	164.15	_____
Meals and Tips	85.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	594.15	_____
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

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**TRAVEL VOUCHER REQUISITION**

DATE: 01/31/2025

VOUCHER NO. MU - 000015

CHECK ONE:

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

AMOUNT REQUESTED \$798.30  
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 558.30 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To CHELSEY STAGGS as travel expense for the following purpose: TRAVEL TO HUNTSVILLE, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 03/05/2025 - 03/07/2025.

SIGNED: Chelsey Staggs  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD Chris Smith NTM  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>150</u> Miles @ rate approved by the IRS	105.00	_____
Airline Ticket(s)	_____	_____
Lodging	328.30	_____
Meals and Tips	125.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	798.30	_____
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: Chelsey Staggs  
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: 01/31/2025

VOUCHER NO. MU - 000016

CHECK ONE:

- |                                     |  |                     |                  |
|-------------------------------------|--|---------------------|------------------|
| <input checked="" type="checkbox"/> | 1) ADVANCE EXPENSE REQUEST                         | AMOUNT REQUESTED    | <u>\$793.08</u>  |
| <input type="checkbox"/>            | 2) REIMBURSEMENT REQUEST                           | CHARGE TO ACCT. NO. | <u>283-42105</u> |
| <input checked="" type="checkbox"/> | 3) PRE-PAID EXPENSES (registration, airline, etc.) |                     |                  |
| <input type="checkbox"/>            | 4) PURCHASE CARD REQUEST                           |                     |                  |

Authorization is requested to advance the amount of: \$ 553.08 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To AMANDA RUTLEDGE as travel expense for the following purpose: TRAVEL TO BIRMINGHAM, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 04/02/2025 - 04/03/2025.

SIGNED: Amanda Rutledge  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>280</u> Miles @ rate approved by the IRS	196.00	_____
Airline Ticket(s)	_____	_____
Lodging	272.08	_____
Meals and Tips	85.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	<u>793.08</u>	_____
TOTAL COST OF TRIP	_____	_____
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: Amanda Rutledge  
 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: 01/31/2025

VOUCHER NO. MU - 000017

CHECK ONE:

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

AMOUNT REQUESTED \$793.08  
 CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 553.08 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ \_\_\_\_\_ 4) for purchase card

To DONNA MCKINNEY as travel expense for the following purpose: TRAVEL TO BIRMINGHAM, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 04/02/2025 - 04/03/2025.

SIGNED: *Donna McKinney*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD *Ant Hill* WTM  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>280</u> Miles @ rate approved by the IRS	196.00	_____
Airline Ticket(s)	_____	_____
Lodging	272.08	_____
Meals and Tips	85.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	793.08	_____
TOTAL COST OF TRIP	_____	_____
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: *Donna McKinney*  
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: January 29, 2025

VOUCHER NO. CO - 000019

CHECK ONE:

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

AMOUNT REQUESTED \$618.11  
 CHARGE TO ACCT. NO. 283-41112

Authorization is requested to advance the amount of: \$ \$325.70 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: \$ \$292.41 4) for purchase card

To Michelle Eubanks as travel expense for the following purpose: to attend  
Alabama Women Leading Government Conference

on the dates of Feb. 26-27, 2025

SIGNED: \_\_\_\_\_  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	\$135.23
<u>251</u> Miles @ rate approved by the IRS	\$175.70	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$157.18
Meals and Tips	\$150.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	<u>\$325.70</u>	<u>\$292.41</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: Michelle P. Eubank  
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: January 30, 2025

VOUCHER NO. **FIR** - 000044

CHECK ONE:

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

AMOUNT REQUESTED \$353.81  
 CHARGE TO ACCT. NO. 42200-283

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: \$ 353.81 4) for purchase card

To Ryan Orrick as travel expense for the following purpose: Best Practices & Community Risk Reduction Class in Tuscaloosa, AL.

on the dates of 1/26/2025-1/28/2025

SIGNED: *Ryan Orrick*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD

COUNCIL MEMBER \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_

OR

MAYOR \_\_\_\_\_

RESOLUTION ADOPTED ON \_\_\_\_\_

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	\$74.00
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$181.70
Meals and Tips	_____	\$98.11
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	_____	\$353.81
Total Advanced	_____	-
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	\$353.81

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

SIGNED: *Ryan Orrick*  
 PERSON AUTHORIZED TO MAKE TRIP

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**TRAVEL VOUCHER REQUISITION**

DATE: 01/31/2025

VOUCHER NO. MU - 000018

CHECK ONE:

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

AMOUNT REQUESTED \$793.08

CHARGE TO ACCT. NO. 283-42105

Authorization is requested to advance the amount of: \$ 553.08 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ 240.00 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: TRAVEL TO BIRMINGHAM, AL, FOR 6 CLE HOURS REQUIRED FOR MAINTENANCE OF MAGISTRATE CERTIFICATION CLASS.

on the dates of 04/02/2025 - 04/03/2025.

SIGNED: Candace Treece  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	240.00	_____
<u>280</u> Miles @ rate approved by the IRS	196.00	_____
Airline Ticket(s)	_____	_____
Lodging	272.08	_____
Meals and Tips	85.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	793.08	_____
TOTAL COST OF TRIP	_____	_____
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

**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. 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: January 16, 2025

VOUCHER NO. FIR - 000041

CHECK ONE:

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

AMOUNT REQUESTED \$424.96  
 CHARGE TO ACCT. NO. 42200-283

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: \$ 424.96 4) for purchase card

To Jason Kelley as travel expense for the following purpose: Hazmat/MMD Technician Class in Albertville, AL (Room for Hayden Hawk)

on the dates of 12/5/2024-12/8/2024.

SIGNED: Jason Kelley  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

COUNCIL MEMBER [Signature]  
 COUNCIL MEMBER [Signature]  
 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	_____	\$424.96
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	_____	_____
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: Jason Kelley  
 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. 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: February 4, 2025

VOUCHER NO. FIR - 000045

CHECK ONE:

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

AMOUNT REQUESTED \$1,527.65  
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 1,527.65 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 Ezekiel as travel expense for the following purpose: to attend  
Smoke Diver Class in Tuscaloosa, AL.

on the dates of 1/26/2025-1/31/2025.

SIGNED: *James Ellis*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD *Jim Allen*  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline		
Registration Fee	<u>\$350.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging	<u>\$1,149.62</u>	
Meals and Tips	<u>\$28.03</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>\$1,527.65</u>	
Total Advanced	<u>-</u>	
Less Cost of Trip		
Rebate Due City or Balance Due Employee	<u>\$1,527.65</u>	

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

SIGNED: *Justin Ezekiel*  
 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: January 27, 2025

VOUCHER NO. **FIR** - **000043**

CHECK ONE:

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

AMOUNT REQUESTED \$837.32  
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 837.32 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 Jerry Neese as travel expense for the following purpose: Hazmat/MMD Technician Class in Eufala, AL

on the dates of 1/12/2025-1/18/2025.

SIGNED: *Jerry Neese*  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	\$105.90	_____
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	\$646.36	_____
Meals and Tips	\$85.06	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	_____	_____
Total Advanced	-	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	\$837.32	_____

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

SIGNED: *Jerry Neese*  
 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: February 13, 2025

VOUCHER NO. **FIR** - **000047**

CHECK ONE:

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

AMOUNT REQUESTED \$350.00  
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 350.00 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 Dustin Simmons as travel expense for the following purpose: Smoke Diver Class in Tuscaloosa, AL.

on the dates of 1/27/2025/-1/31/2025

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	\$350.00	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>\$350.00</u>	_____
Total Advanced	-	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	<u>\$350.00</u>	_____

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

SIGNED:   
 PERSON AUTHORIZED TO MAKE TRIP

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