

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>
Greg Angus	Engine 4 to Williams Fire, Ashland, AL	\$72.00
Mary Gregory Cordell	Seconds for Survival Training, Huntsville, AL	\$240.00
Isaac Michael	Seconds for Survival Training, Huntsville, AL	\$240.00
David Todd South	Concrete ACI Level 1 Field Testing, Guntersville, AL	\$1,340.00
John Thomas Turner	Police Academy, Tuscaloosa, AL	\$800.00
Tim Anerton	AL Fire Service Prof. Development, Tuscaloosa., AL	\$346.45
Justin Wright	FBI LEEDA CLI Training, Madison, AL	\$870.00
Skylar Taylor	ESRI Southeast User Conference, Atlanta, GA	\$1,904.67
Todd Sullivan	ALDOT Bridge Training Course, Huntsville, AL	\$105.51

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: February 25, 2025

VOUCHER NO. FIR - 000049

CHECK ONE:

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

AMOUNT REQUESTED \$72.00
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 72.00 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 Greg Angus as travel expense for the following purpose: _____
Drove Engine 4 to Williams Fire in Ashland, AL for repairs.

on the dates of 2/21/2025

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	\$72.00	
Registration Fee		
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips		
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>\$72.00</u>	
Total Advanced		
Less Cost of Trip		
Rebate Due City or Balance Due Employee	<u>\$72.00</u>	

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: 2/24/2025

VOUCHER NO. POL - 25-0027

CHECK ONE:

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

AMOUNT REQUESTED \$240.00
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 240.00 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. \$ _____ 4) for purchase card

To Mary Gregory Cordell as travel expense for the following purpose: _____
Registration and meals for Mary Gregory Cordell to attend the Seconds for Survival training
in Huntsville, Alabama
 on the dates of 4/2/2025.

SIGNED: Mary Gregory Cordell by AJ
 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>225.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>15.00</u>	
Taxi Fares		
Miscellaneous: _____		

TOTAL COST OF TRIP	<u>240.00</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

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TRAVEL VOUCHER REQUISITION

DATE: 2/24/2025

VOUCHER NO. POL - 25-0028

CHECK ONE:

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

AMOUNT REQUESTED \$240.00
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 240.00 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. \$ _____ 4) for purchase card

To Isaac Michael as travel expense for the following purpose: _____
Registration and meals for Isaac Michael to attend the Seconds for Survival training
in Huntsville, Alabama
 on the dates of 4/2/2025.

SIGNED: Isaac Michael
 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>225.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>15.00</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>240.00</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

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TRAVEL VOUCHER REQUISITION

DATE: 2/19/2025

VOUCHER NO. STR - 000009

CHECK ONE:

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

AMOUNT REQUESTED 1,340.00
 CHARGE TO ACCT. NO. 283-43120

Authorization is requested to advance the amount of: \$ 245.00 1) to employee
 OR approve the amount of: \$ _____ 2) to employee for reimbursement
 OR to disburse the amount of: \$ 780.00 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ 315.00 4) for purchase card

To DAVID TODD SOUTH as travel expense for the following purpose: CONCRETE, ACI LEVEL 1 FIELD TESTING IN GUNTERSVILLE, AL.

PLEASE MAKE CHECK TO ACIA. TODD, WILL TAKE TO THE TESTING ON MARCH 12TH
 on the dates of MARCH 11-13

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>780.00</u>	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	<u>315.00</u>
Meals and Tips	<u>145.00</u>	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	<u>1,025.00</u>	<u>315.00</u>
Total Advanced	<u>1,025.00</u>	<u>315.00</u>
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: February 25, 2025

VOUCHER NO. POL - 25-00029

CHECK ONE:

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

AMOUNT REQUESTED \$800.00
 CHARGE TO ACCT. NO. 282-42100

Authorization is requested to advance the amount of: \$ 800.00 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: \$ _____ 4) for purchase card

To John Thomas Turner as travel expense for the following purpose: _____

For meals and expenses to attend the Tuscaloosa Regional Police Academy in
Tuscaloosa, Alabama

on the dates of April 21 - July 24, 2025.

SIGNED: John Thomas Turner
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	_____	_____
Taxi Fares	_____	_____
Miscellaneous: <u>Academy Expenses</u>	<u>800.00</u>	_____
	_____	_____
TOTAL COST OF TRIP	<u>800.00</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

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TRAVEL VOUCHER REQUISITION

DATE: _____

VOUCHER NO. **FIR** - **000048**

CHECK ONE:

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

AMOUNT REQUESTED **\$346.45**
 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: \$ **346.45** 4) for purchase card

To Tim Anerton as travel expense for the following purpose: Attended the Alabama Fire Service Professional Development Conference,

on the dates of Feb. 11th, 12th, 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	_____	\$ 346.45
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	_____	\$346.45
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: 2/19/2025

VOUCHER NO. POL - 25-00026

CHECK ONE:

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

AMOUNT REQUESTED \$870.00
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 870.00 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: \$ _____ 4) for purchase card

To Justin Wright as travel expense for the following purpose: _____

For registration and meals for Justin Wright to attend the FBI LEEDA CLI training in _____

Madison, Alabama

on the dates of April 7 - 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	<u>795.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips	<u>75.00</u>	
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>870.00</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

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TRAVEL VOUCHER REQUISITION

DATE: 2/6/2025

VOUCHER NO. PLA - 000036

CHECK ONE:

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

AMOUNT REQUESTED \$1904.67
 CHARGE TO ACCT. NO. 41710-283

Authorization is requested to advance the amount of: \$ \$372.40 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: \$ \$1532.27 4) for purchase card

To Skylar Taylor Atlanta, Georgia as travel expense for the following purpose: ESRI
Southeast User Conference 2025

on the dates of 4/7/2025 to 4/10/2025.

SIGNED: Skylar Taylor
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD Melissa Bailey
 MAYOR _____

COUNCIL MEMBER _____
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	\$399.00
<u>532</u> Miles @ rate approved by the IRS	\$372.40	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$653.27
Meals and Tips	_____	\$300.00
Taxi Fares	_____	_____
Miscellaneous: <u>Parking</u>	_____	\$180.00
	_____	_____
TOTAL COST OF TRIP	<u>\$372.40</u>	<u>\$1532.27</u>
Total Advanced	<u>\$372.40</u>	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	_____

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

SIGNED: Skylar Taylor
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: 12/11/24

VOUCHER NO. ENR - 000003

CHECK ONE:

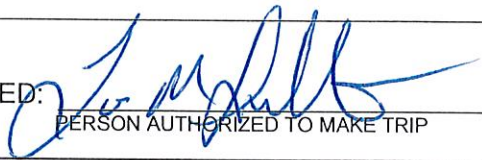
- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED 105.51
 CHARGE TO ACCT. NO. 283-43110


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: \$ 105.51 4) for purchase card

To Todd Sullivan as travel expense for the following purpose: _____
Bridge Training Course for Todd Sullivan & Chase McCluskey

on the dates of 12/11/24-12/12/24

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	_____	105.51
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	_____	105.51
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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