

**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>
Gwen Adams	Use of Force from Street to Court Course, NWSCC	\$149.00
Melinda Morgan	Leadership Shoals Class, Montgomery, AL	\$387.00
Jarrold Wallace	AL Fire Service Prof Development Conf, Hoover, AL	\$596.45
Lyndsey Borden	2025 PARCA Forum	\$221.48

**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: 3/12/2025

VOUCHER NO. POL - 00031

CHECK ONE:

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

AMOUNT REQUESTED 149.00  
 CHARGE TO ACCT. NO. 283-42100

Authorization is requested to advance the amount of: \$ 149.00 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 Gwen Adams as travel expense for the following purpose: \_\_\_\_\_  
Registration for Gwen Adams to attend the Use of Force from the Street to the Courtroom at  
Northwest Shoals Community College in Muscle Shoals, Alabama  
 on the dates of April 4, 2025.

SIGNED: Gwen Adams  
 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>149.00</u>	
_____ Miles @ rate approved by the IRS		
Airline Ticket(s)		
Lodging		
Meals and Tips		
Taxi Fares		
Miscellaneous: _____		
TOTAL COST OF TRIP	<u>149.00</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



**TRAVEL VOUCHER REQUISITION**

DATE: March 10, 2025

VOUCHER NO. HR - 000005

CHECK ONE:

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

AMOUNT REQUESTED 387.00  
 CHARGE TO ACCT. NO. 283-41750

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 287.00 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 100.00 4) for purchase card

To Melinda Morgan as travel expense for the following purpose: \_\_\_\_\_  
Leadership Shoals class trip to Montgomery, Alabama

on the dates of March 5-6, 2025.

SIGNED: Melinda Morgan  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD Melinda Morgan  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
<u>410</u> Miles @ rate approved by the IRS	<u>287.00</u>	_____
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	<u>24.76</u>	_____
Taxi Fares	_____	_____
Miscellaneous: <u>Parking</u>	<u>2.60</u>	_____
	_____	_____
TOTAL COST OF TRIP	_____	_____
Total Advanced	_____	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	<u>314.36</u>	_____

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

SIGNED: Melinda Morgan



**TRAVEL VOUCHER REQUISITION**

DATE: February 25, 2025

VOUCHER NO. FIR - 000050

CHECK ONE:

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

AMOUNT REQUESTED \$596.45  
 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: \$ 596.45 4) for purchase card

To Jarrold Wallace as travel expense for the following purpose: to attend the Alabama Fire Service Professional Development Conference in Hoover, AL.

on the dates of 2/10/2025-2/12/2025.

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	_____	\$250.00
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$346.45
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: <u>Parking Fee</u>	_____	\$39.00
<u>Parking Fee Refund</u>	_____	-\$39.00
TOTAL COST OF TRIP	_____	\$596.45
Total Advanced	_____	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	_____	\$596.45

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

SIGNED: 



**TRAVEL VOUCHER REQUISITION**

DATE: 3/11/2025

VOUCHER NO. PLA - 000037

CHECK ONE:

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

AMOUNT REQUESTED 221.48  
 CHARGE TO ACCT. NO. 283-41710

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ 185.50 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 35.98 4) for purchase card

To Lyndsey Borden as travel expense for the following purpose: \_\_\_\_\_  
2025 PARCA Forum

on the dates of Friday, March 7, 2025.

SIGNED: Lyndsey A. Borden  
 PERSON AUTHORIZED TO MAKE TRIP

**APPROVAL**

DEPT. HEAD Melissa J. Bailey  
 MAYOR \_\_\_\_\_

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

**ESTIMATED TRIP EXPENSES**

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	_____
<u>265</u> Miles @ rate approved by the IRS	<u>185.50</u>	_____
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	_____	<u>28.98</u>
Taxi Fares	_____	_____
Miscellaneous: <u>Parking</u>	_____	<u>7.00</u>
	_____	_____
TOTAL COST OF TRIP	<u>185.50</u>	<u>35.98</u>
Total Advanced	<u>0</u>	<u>0</u>
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	<u>185.50</u>	<u>35.98</u>

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

SIGNED: Lyndsey A. Borden