

Sponsored by Mayor Betterton

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>
Brian Tipper	Southeastern Meter School, Auburn, AL	\$1,695.00
Cindy Jones	Milsoft Users Conference, Nashville, TN	\$1,573.12

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 13, 2024

VOUCHER No. 520

- 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$1,695.00
- 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. _____
- 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the estimated amount of: \$ 700.00 2) to employee for future reimbursement
 OR to disburse the amount of: \$ 995.00 3) for registration, airline ticket, etc.

TO Brian Tipper as travel expense for the following purpose: Travel to Auburn, AL to Attend Southeastern Meter School at Auburn University.

on the dates of: March 17-20, 2025

ESTIMATED EXPENSES

Gasoline	
Registration Fee	<u>Paid by Credit Card 495.00</u>
_____ Miles @ IRS Rate	<u>400.00</u>
Airline Ticket(s)	
Lodging	<u>Paid by Credit Card 500.00</u>
Meals & Tips	<u>200.00</u>
Taxi Fares	
Miscellaneous: <u>Parking</u>	<u>100.00</u>
Estimated Cost of Trip	<u>\$1,695.00</u>

SIGNED: *Brian Tipper*
 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 *Michael McDuffie*

Council Member: _____



TRAVEL VOUCHER REQUISITION

DATE: 3-25-25 VOUCHER No. 03252025

- 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED 1573.12
- 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. 903
- 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: \$ 1573.12 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 Cindy Jones as travel expense for the following purpose: Milsoft users conference - Nashville TN

on the dates of: 6-2-25 through 6-5-25

ESTIMATED EXPENSES

Gasoline	_____	- 1496.25 - Invoiced
Registration Fee	_____	
<u>244</u> Miles @ IRS Rate	<u>163.48</u>	
Airline Ticket(s)	_____	
Lodging	<u>939.64</u>	
Meals & Tips	<u>350.00</u>	
Taxi Fares	_____	
Miscellaneous: <u>Parking</u>	<u>120.00</u>	

Estimated Cost of Trip 1573.12 - 1496.25 - Invoiced
 SIGNED: Cindy Jones
PERSON AUTHORIZED TO MAKE TRIP

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APPROVAL

Dept. Head _____ Council Member: _____
 Mayor _____ Council Member: _____
 OR
 Resolution Adopted On: _____