



TRAVEL VOUCHER REQUISITION

DATE: April 8, 2025

VOUCHER NO. FIR - 000051

CHECK ONE:

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

AMOUNT REQUESTED \$78.71
CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ _____ 1) to employee
OR approve the amount of: \$ 78.71 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 to
Ashland, AL to pick up Engine 5 and bring it back to Florence, AL.

on the dates of 4/2/2025

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	<u>\$78.71</u>	_____
Registration Fee	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	_____	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>\$78.71</u>	_____
Total Advanced	_____	_____
Less Cost of Trip	_____	_____
Rebate Due City or Balance Due Employee	<u>\$78.71</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.

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	Ashland, AL- Drive Engine 5 to Florence	\$78.71

ADOPTED this the _____ day of _____, 2025.

CITY COUNCIL

APPROVED this _____ day of _____, 2025.

MAYOR

ADOPTED & APPROVED this _____ day of _____, 2025.

CITY CLERK