

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>
Lyndsey Borden	2025 ESG Application Workshop, Montgomery, AL	\$784.37
Michelle Eubanks	ALM Annual Convention, Huntsville, AL	\$1,558.40
Kaytrina Simmons	ALM Annual Convention, Huntsville, AL	\$1,378.40

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: 4/10/2025

VOUCHER NO. PLA - 000040

CHECK ONE:

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

AMOUNT REQUESTED 784.37
 CHARGE TO ACCT. NO. 283-41710

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 319.20 2) to employee for reimbursement
 OR to disburse the amount of: \$ _____ 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ 465.17 4) for purchase card

To Lyndsey Borden as travel expense for the following purpose: _____
2025 ESG Application Workshop in Montgomery, AL

on the dates of 3/28/2025

SIGNED: Lyndsey Borden
 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	_____	_____
<u>456</u> Miles @ rate approved by the IRS	<u>319.20</u>	_____
Airline Ticket(s)	_____	_____
Lodging	_____	421.20
Meals and Tips	_____	43.97
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	<u>319.20</u>	<u>465.17</u>
Total Advanced	<u>0</u>	<u>0</u>
Less Cost of Trip	_____	465.17
Rebate Due City or Balance Due Employee	<u>319.20</u>	<u>0</u>

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

SIGNED: Lyndsey Borden
 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: 4/22/2025

VOUCHER NO. C0-00025

CHECK ONE:

- | | | | |
|-------------------------------------|--|---------------------|-------------------|
| <input checked="" type="checkbox"/> | 1) ADVANCE EXPENSE REQUEST | AMOUNT REQUESTED | <u>\$1,558.40</u> |
| <input type="checkbox"/> | 2) REIMBURSEMENT REQUEST | CHARGE TO ACCT. NO. | <u>283-41112</u> |
| <input type="checkbox"/> | 3) PRE-PAID EXPENSES (registration, airline, etc.) | | |
| <input checked="" type="checkbox"/> | 4) PURCHASE CARD REQUEST | | |

Authorization is requested to advance the amount of: \$ \$256.40 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: \$ \$1,302.00 4) for purchase card

To Michelle Eubanks as travel expense for the following purpose: to attend
ALM Annual Convention in Huntsville, AL

on the dates of May 13-16, 2025.

SIGNED: Michelle P. Eubanks
PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD _____	COUNCIL MEMBER	<u>[Signature]</u>
MAYOR _____	COUNCIL MEMBER	OR
	RESOLUTION ADOPTED ON	_____

ACTUAL TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	<u>\$525.00</u>
<u>152</u> Miles @ rate approved by the IRS	<u>\$106.40</u>	_____
Airline Ticket(s)	_____	_____
Lodging	_____	<u>\$777.00</u>
Meals and Tips	<u>\$150.00</u>	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	<u>\$256.40</u>	<u>\$1,302.00</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: Michelle P. Eubanks
PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: 4/22/2025

VOUCHER NO. CQ-000020

CHECK ONE:

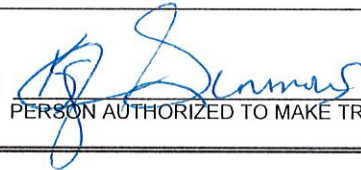
- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$1,378.40
CHARGE TO ACCT. NO. 283-41112

Authorization is requested to advance the amount of: \$ \$256.40 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: \$ \$1,122.00 4) for purchase card

To Kaytrina Simmons as travel expense for the following purpose: to attend
ALM Annual Convention in Huntsville, AL

on the dates of May 13-16, 2025.

SIGNED: 
PERSON AUTHORIZED TO MAKE TRIP

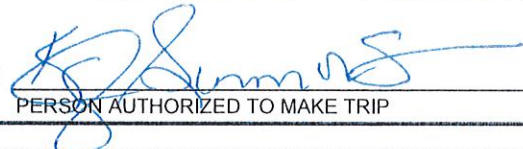
APPROVAL

DEPT. HEAD _____ COUNCIL MEMBER _____
MAYOR _____ COUNCIL MEMBER _____
OR
RESOLUTION ADOPTED ON _____

ACTUAL TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline	_____	_____
Registration Fee	_____	\$525.00
<u>152</u> Miles @ rate approved by the IRS	\$106.40	_____
Airline Ticket(s)	_____	_____
Lodging	_____	\$597.00
Meals and Tips	\$150.00	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
TOTAL COST OF TRIP	\$256.40	\$1,122.00
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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