

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> |
|------------------------|--------------------------------------------------|--------------------------------|
| Elijah Pennington | AL Law Enforcement Academy, Jacksonville, AL | \$800.00 |
| Tyler Latchem | AL Law Enforcement Academy, Jacksonville, AL | \$800.00 |
| Katherine McFerran | AL Law Enforcement Academy, Jacksonville, AL | \$400.00 |
| Bryan Shipman | Initial Company Operations Class, Tuscaloosa, AL | \$370.18 |
| Melissa Bailey | ACCMA Summer Conference, Orange Beach, AL | \$2,034.62 |
| Melissa Harris | AL Self Insurers Assoc. Conference, Miramar, FL | \$2,330.94 |
| Kaytrina Simmons | ALM Standing Committee Mtg., Montgomery, AL | \$395.45 |
| Ben Smith | 2025 GISA Conference, Gulf Shores, AL | \$1,315.52 |
| Greg Angus | Chief's Conference, Orange Beach, AL | \$603.02 |

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: 07/10/25

VOUCHER NO. POL - 25-00071

CHECK ONE:

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

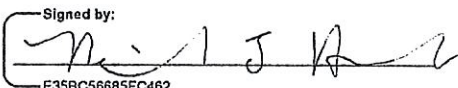
AMOUNT REQUESTED \$800.00
 CHARGE TO ACCT. NO. 282-42100

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 Elijah Pennington as travel expense for the following purpose: _____
For meals and expenses for Elijah Pennington to attend Northeast Alabama Law Enforcement Academy in Jacksonville, Alabama.
 on the dates of August 25-November 25, 2025.

SIGNED: 
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

Signed by: 
 DEPT. HEAD _____
 MAYOR _____
E35B0C56685FC462

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

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: 07/10/25

VOUCHER NO. POL - 25-00072

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 Tyler Latchem as travel expense for the following purpose: _____
For meals and expenses for Tyler Latchem to attend Northeast Alabama Law Enforcement Academy
in Jacksonville, Alabama.
 on the dates of August 25-November 25, 2025.

SIGNED: [Signature]
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

Signed by: [Signature]
 DEPT. HEAD _____
 E35BC56885FC462...
 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: [Signature]
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: 07/10/25

VOUCHER NO. POL - 25-00073

CHECK ONE:

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

AMOUNT REQUESTED \$ 400.00
 CHARGE TO ACCT. NO. 282-42100

Authorization is requested to advance the amount of: \$ 400.00 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

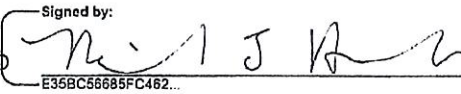
To Katherine McFerran as travel expense for the following purpose: _____

For meals and expenses for Katherine McFerran to attend Northeast Alabama Law Enforcement Academy in Jacksonville, Alabama.

on the dates of September 8-25, 2025.

SIGNED: 
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

Signed by: 
 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 | _____ | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: <u>Academy Expenses</u> | <u>400.00</u> | _____ |
| TOTAL COST OF TRIP | <u>400.00</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: July 21, 2025

VOUCHER NO. **FIR** - **000055**

CHECK ONE:

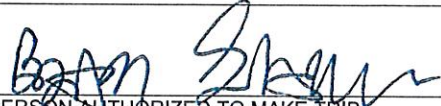
- 1) ADVANCE EXPENSE REQUEST
- 2) REIMBURSEMENT REQUEST
- 3) PRE-PAID EXPENSES (registration, airline, etc.)
- 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$370.18
 CHARGE TO ACCT. NO. 42200-283


Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 370.18 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 Bryan Shipman as travel expense for the following purpose: to attend
Preparation for Initial Company Operations class in Tuscaloosa, AL.

on the dates of 7/11/25-7/13/25.

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 | _____ | _____ |
| Registration Fee | _____ | _____ |
| _____ Miles @ rate approved by the IRS | _____ | _____ |
| Airline Ticket(s) | _____ | _____ |
| Lodging | \$288.00 | _____ |
| Meals and Tips | \$82.18 | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL COST OF TRIP | <u>\$370.18</u> | _____ |
| Total Advanced | _____ | _____ |
| Less Cost of Trip | _____ | _____ |
| Rebate Due City or Balance Due Employee | <u>\$370.18</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. RECIEPTS 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.



Received kw

TRAVEL VOUCHER REQUISITION

DATE: August 1, 2025

VOUCHER NO. PLA - 000046

CHECK ONE:

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

AMOUNT REQUESTED \$2034.62
 CHARGE TO ACCT. NO. 41710-283

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 540.40 2) to employee for reimbursement
 OR to disburse the amount of: \$ _____ 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ 1494.22 4) for purchase card

To Melissa H. Bailey as travel expense for the following purpose: attendance at 2025 ACCMA Summer Conference

on the dates of 5/27/2025 - 5/30/2025

SIGNED: Melissa Bailey
 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>772</u> Miles @ rate approved by the IRS | <u>540.40</u> | <u>225.00</u> |
| Airline Ticket(s) | _____ | _____ |
| Lodging | _____ | <u>1,146.70</u> |
| Meals and Tips | _____ | <u>122.52</u> |
| Taxi Fares | _____ | _____ |
| Miscellaneous: _____ | _____ | _____ |
| | _____ | _____ |
| TOTAL COST OF TRIP | <u>540.40</u> | <u>1494.22</u> |
| Total Advanced | <u>0.00</u> | _____ |
| Less Cost of Trip | <u>540.40</u> | <u>1494.22</u> |
| Rebate Due City or Balance Due Employee | <u>540.40</u> | _____ |

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

SIGNED: Melissa Bailey
 PERSON AUTHORIZED TO MAKE TRIP

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Received August 7, 2025 kw

TRAVEL VOUCHER REQUISITION

DATE: June 16, 2025

VOUCHER NO. - 000008

CHECK ONE:

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

AMOUNT REQUESTED 2330.94
 CHARGE TO ACCT. NO. 116-283-41750

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 731.30 2) to employee for reimbursement
 OR to disburse the amount of: \$ _____ 3) for registration, airline ticket, etc.
 OR approve the amount of: \$ 1599.64 4) for purchase card

To Melissa Harris as travel expense for the following purpose: _____
Alabama Self Insurers Association Conference in Miramar, Florida.

on the dates of August 2-5, 2025.

SIGNED: Melissa Harris
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD Melinda B. Magaw
 MAYOR _____

COUNCIL MEMBER _____
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

| | Regular Expenses | Expenses paid w/ Purchase Card |
|-----------------------------------------------|------------------|-----------------------------------|
| Gasoline | _____ | _____ |
| Registration Fee | _____ | _____ |
| <u>759.0</u> Miles @ rate approved by the IRS | <u>531.30</u> | <u>595.00</u> |
| Airline Ticket(s) | _____ | _____ |
| Lodging | _____ | <u>944.64</u> |
| Meals and Tips | <u>200.00</u> | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: <u>Resort Fee</u> | _____ | <u>60.00</u> |
| | _____ | _____ |
| TOTAL COST OF TRIP | _____ | <u>2330.94</u> |
| Total Advanced | _____ | <u>1599.64</u> |
| Less Cost of Trip | _____ | _____ |
| Rebate Due City or Balance Due Employee | _____ | <u>731.30</u> |

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

SIGNED: Melissa Harris
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: August 7, 2025

VOUCHER NO. CO - 000028

CHECK ONE:

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

AMOUNT REQUESTED \$395.45
 CHARGE TO ACCT. NO. 283-41112

Authorization is requested to advance the amount of: \$ \$200.00 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. \$ \$195.45 4) for purchase card

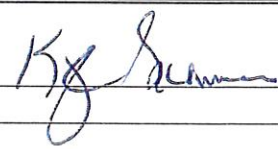
To Kaytrina Simmons as travel expense for the following purpose: to attend
Alabama League of Municipalities Standing Committee Meeting, Montgomery, AL

on the dates of September 2 - 3, 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>\$100.00</u> | _____ |
| Registration Fee | _____ | _____ |
| _____ Miles @ rate approved by the IRS | _____ | _____ |
| Airline Ticket(s) | _____ | _____ |
| Lodging | _____ | <u>\$195.45</u> |
| Meals and Tips | <u>\$100.00</u> | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: _____ | _____ | _____ |
| TOTAL COST OF TRIP | <u>\$200.00</u> | <u>\$195.45</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: 8-8-2025

VOUCHER NO. PLA - 000048

CHECK ONE:

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

AMOUNT REQUESTED \$1315.52
 CHARGE TO ACCT. NO. ~~283~~
41710-283

Authorization is requested to advance the amount of: \$ \$539.00 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: \$ \$776.52 4) for purchase card

To Gulf Shores, AL - Ben Smith as travel expense for the following purpose: 2025 GISA Conference.

on the dates of 11-17-2025 to 11-20-2025.

SIGNED: Ben Smith
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD Melissa H. Bailey
 MAYOR _____

COUNCIL MEMBER _____
 COUNCIL MEMBER _____
 OR
 RESOLUTION ADOPTED ON _____

ESTIMATED TRIP EXPENSES

| | Regular Expenses | Expenses paid w/ Purchase Card |
|---------------------------------------------|------------------|-----------------------------------|
| Gasoline | _____ | _____ |
| Registration Fee | _____ | _____ |
| <u>770</u> Miles @ rate approved by the IRS | <u>\$539.00</u> | <u>\$300.00</u> |
| Airline Ticket(s) | _____ | _____ |
| Lodging | _____ | <u>\$431.52</u> |
| Meals and Tips | _____ | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: <u>Parking</u> | _____ | <u>\$45.00</u> |
| TOTAL COST OF TRIP | <u>\$539.00</u> | <u>\$776.52</u> |
| Total Advanced | <u>\$539.00</u> | <u>\$776.52</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: Ben Smith
 PERSON AUTHORIZED TO MAKE TRIP

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TRAVEL VOUCHER REQUISITION

DATE: August 11, 2025

VOUCHER NO. **FIR - 000056**

CHECK ONE:

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

AMOUNT REQUESTED \$603.02
 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: \$ 603.02 4) for purchase card

To Greg Angus as travel expense for the following purpose: to attend
Chief's Conference in Orange Beach, AL.

on the dates of 8/3/2025-8/6/2025

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 | _____ | \$97.26 |
| _____ Miles @ rate approved by the IRS | _____ | _____ |
| Airline Ticket(s) | _____ | _____ |
| Lodging | _____ | \$505.76 |
| Meals and Tips | _____ | _____ |
| Taxi Fares | _____ | _____ |
| Miscellaneous: _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL COST OF TRIP | _____ | \$603.02 |
| 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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