

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>
Cindy Jones	TVPPA Conference Chattanooga, TN	\$1,144.89
Zach Brown	Confined Space Class, Tuscaloosa, AL	\$238.35
Chandler Cole	Confined Space Class, Tuscaloosa, AL	\$762.22

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: 10-1-25 VOUCHER No. 10012025

- 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$1144.89
- 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. _____
- 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: \$ 1144.89 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: TVPPA Utility Customer Experience Conference- Chatanooga TN

on the dates of: 11-5-25 through 11-7-25

ESTIMATED EXPENSES

Gasoline		
Registration Fee	<u>.70</u>	
<u>348</u> Miles @ IRS Rate		<u>243.60</u> - 569.00 - Invoiced
Airline Ticket(s)		
Lodging		<u>490.11</u>
Meals & Tips		<u>350.00</u>
Taxi Fares		
Miscellaneous: <u>parking</u>		<u>61.18</u>

Estimated Cost of Trip 1144.89 - 569.00 - Invoiced

SIGNED: Cindy Jones
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 [Signature] Council Member: _____
 Mayor _____ Council Member: _____
 OR
 Resolution Adopted On: _____



TRAVEL VOUCHER REQUISITION

DATE: September 23, 2025

VOUCHER NO. FIR - 000057

CHECK ONE:


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

AMOUNT REQUESTED \$238.35
 CHARGE TO ACCT. NO. 42200-283


Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 238.35 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 Zach Brown as travel expense for the following purpose: to attend
Confined Space Class in Tuscaloosa, AL.

on the dates of 9/15/25-9/19/25

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	_____	_____
_____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s)	_____	_____
Lodging	_____	_____
Meals and Tips	<u>\$238.35</u>	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
	_____	_____
TOTAL COST OF TRIP	<u>\$238.35</u>	_____
Total Advanced	-	_____
Less Cost of Trip	-	_____
Rebate Due City or Balance Due Employee	<u>\$238.35</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.



TRAVEL VOUCHER REQUISITION

DATE: September 25, 2025

VOUCHER NO. **FIR** - 000058

CHECK ONE:

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

AMOUNT REQUESTED \$762.22
 CHARGE TO ACCT. NO. 42200-283

Authorization is requested to advance the amount of: \$ _____ 1) to employee
 OR approve the amount of: \$ 762.22 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 Chandler Cole as travel expense for the following purpose: to attend
Confined Space Class in Tuscaloosa, AL.

on the dates of 9/15/25-9/19/25

SIGNED: *Gordon E. Co*
 PERSON AUTHORIZED TO MAKE TRIP

APPROVAL

DEPT. HEAD *Jim [Signature]*
 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	\$603.48	_____
Meals and Tips	\$158.12	_____
Taxi Fares	_____	_____
Miscellaneous: _____	_____	_____
_____	_____	_____
TOTAL COST OF TRIP	<u>\$762.22</u>	_____
Total Advanced	-	_____
Less Cost of Trip	-	_____
Rebate Due City or Balance Due Employee	<u>\$762.22</u>	_____

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

SIGNED: *Gordon E. Co*
 PERSON AUTHORIZED TO MAKE TRIP

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