**OFFICE OF CITY COUNCIL**

**AUTHORIZATION FOR COUNCIL MEMBER TRAVEL**

**DATE:** *<Insert Date>*

**TO:** *<Insert Name>*, Council President

**FROM:** *<Insert Name>*, Council Member, *<Insert District or AL Group>*

I request authorization and funding for travel expenses to attend the following:

**DESTINATION (City, State):**

**DATE(S) OF TRAVEL:**

**PURPOSE OF TRAVEL:**

**BENEFIT TO CITY COUNCIL:**

**APPROXIMATE TOTAL COST (include lodging, transportation, registration, mileage, & meals):** $

**FUNDING SOURCE:** \_\_\_\_ Council Member’s Fiscal Year Allocation ($3,000)

 \_\_\_\_ Designated Member for FAC, FLC, NAC, & NLC

 \_\_\_\_ Special Assignment (made by the Council President)

**APPROVAL:**

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Funding Availability Verified by: Date

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*<Insert Name>*, Council President Date