



COLUMBUS CONSOLIDATED GOVERNMENT

P.O. Box 1340
Columbus, Georgia 31902-1340

TRAVEL AUTHORIZATION REQUEST CITY COUNCILOR

Name of Traveler / Registrant	Councilor Tyson Begly
Month of Travel	September 2023
Sponsored Organization and Conference / Training	<u>Fall 2023 Robert E. Knox, Jr. Municipal Leadership Institute</u>
Estimated Cost	<u>Registration</u> - \$850.00 <u>Hotel</u> - \$199 x 3 nights = \$597 <u>Reimbursable Amount</u> – Mileage + per diem \$438.00 TOTAL <u>ESTIMATED</u> COST: \$1,885
Conference/Travel Budget	Beginning Balance - \$10,000

TRAVEL POLICY- Dated: September 16, 2013, which reads in part;

“City Councilors should submit their travel requests to the Clerk of Council. The Clerk of Council will list a request to approve travel on his/her agenda for a vote at a regular City Council meeting. All travel requests must conform to the requirements, terms and conditions of this Policy.”

Funds are available in the FY24 Budget to cover the expenses (0101-100-1000-CNCL-6641).

In accordance with the Travel Policy and Procedures of the Columbus Consolidated Government, As the Clerk of Council, I am respectfully requesting authorization for Councilor Tyson Begly to attend the conference as listed above. Also, pursuant to Resolution No. 149-22, this request is applicable to the one reimbursable travel expense for a conference outside of Columbus, Georgia for FY 2024.

Sandra T. Davis
Clerk of Council
Council of Columbus, Georgia

Date