



COLUMBUS CONSOLIDATED GOVERNMENT

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

TRAVEL AUTHORIZATION REQUEST CITY COUNCILOR

Name of Traveler / Registrant	Councilor Bruce Huff
Month of Travel	April 2022

Sponsored Organization and Conference / Training	2022 ACCG Annual Conference
Estimated Cost	<u>Registration</u> - \$600.00 <u>Hotel</u> - \$279 x 3 = \$837.00 <u>Reimbursable Amount</u> - Per diem \$48 x 3 days = \$144.00 Mileage: 246 miles one way x 2 = 492 x 0.585 = \$288.00 <u>TOTAL ESTIMATED COST: \$1,870</u>

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 FY22 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 Bruce Huff to attend the conference as listed above.

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

Date