



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 2024
Sponsored Organization and Conference / Training	<u>2024 ACCG Annual Conference</u>
Estimated Cost	<u>Registration</u> - \$675.00 <u>Hotel</u> - \$279 x 4 nights = \$1,116 / Parking \$80.00 / Resort Fee \$135.60 <u>Reimbursable Amount</u> - \$328.30 mileage + per diem \$120.00 = \$448.30 TOTAL <u>ESTIMATED COST</u>: \$2,455
Conference/Travel Budget	Beginning Balance - \$9,087.20

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 Bruce Huff 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