



COLUMBUS CONSOLIDATED GOVERNMENT

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

TRAVEL AUTHORIZATION REQUEST CITY COUNCILOR

Name of Traveler / Registrant	Councilor Joanne Cogle
Month of Travel	March 2023
Sponsored Organization and Conference / Training	<i>Newly Elected Officials Institute (Athens, Georgia)</i> <u>Mandated Training</u>
Estimated Cost	<u>Registration</u> - \$440.00 <u>Hotel</u> - 3 nights at \$114 = \$342 <u>Reimbursable Amount</u> – Per diem \$48 x 3 days (\$144.00) and mileage one-way 173.5 mi (total of 347 mi x \$62.50) = \$409.50 TOTAL <u>ESTIMATED COST</u>: \$1,335
Conference/Travel Budget	Beginning Balance - \$5,000

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 FY23 Budget to cover the expenses (0101-100-1000-CNCL-6601).

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 Joanne Cogle 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 2023.

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

Date