



## COLUMBUS CONSOLIDATED GOVERNMENT

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

### TRAVEL AUTHORIZATION REQUEST CITY COUNCILOR

Name of Traveler / Registrant	Councilor Toyia Tucker
Month of Travel	May 2021

Sponsored Organization and Conference / Training	ACCG May 2021 Leadership Institute <u>Class attending:</u> <i>CORE: Leadership Institute</i>
Estimated Cost	<b><u>Registration</u></b> - \$450.00  <b><u>Hotel Fee</u></b> - \$ 108.30 x 2 = \$216.20  <b><u>Reimbursable Amount</u></b> - Per diem \$48 x 2 days (\$96.00) and mileage one-way 219 mi (total of 438 mi) = \$249.66  <b>TOTAL ESTIMATED COST: <u>\$1,012.</u></b>

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 FY21 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 Toyia Tucker to attend the training as listed above.

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

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Date