

Attachment 2

TA #: 14\*334

PIMA COUNTY TRAVEL AUTHORIZATION #1

- 1. NAME: RICHARD ELIAS
- 2. DEPARTMENT: BOARD OF SUPERVISORS
- 3. PLANNED DEPARTURE DATE: SEPT. @ 24, 2013
- 4. PLANNED RETURN DATE: SEPT. @ 27, 2013
- 5. DESTINATION: WASHINGTON, D.C.
- 6. PURPOSE OF TRAVEL: SOUTHERN BORDER COMMUNITIES COALITION

7. ESTIMATED EXPENDITURES:

| ITEM              | AMOUNT          | VOUCHER       |
|-------------------|-----------------|---------------|
| a. Transportation | <u>717.60</u>   | <u>P-Card</u> |
| b. Lodging        | <u>803.79</u>   | <u>P-Card</u> |
| c. Per Diem       | <u>156.00</u>   |               |
| d. Registration   | <u>-</u>        |               |
| e. Other          |                 |               |
| f. Total          | <u>1,677.39</u> |               |

I, employee, am fully aware that advances made for this trip are to be repaid/closed for this trip within 15 days of the close of the trip, or a lien against my wages and salary may be institute.

- 8. [Signature] 9/18/13  
Employee/Traveler Signature Date
- 9. [Signature]  
Authorized Signer Date  
(Admin. Procedure 22-10)

THE ORIGINAL OF THE FORM MUST BE FORWARDED TO THE FINANCE DEPARTMENT-ACCOUNTS PAYABLE SECTION

- SEE INSTRUCTIONS ON REVERSE SIDE -

INSTRUCTIONS FOR COMPLETION

- 1. Enter employee's name. Richard Elias
- 2. Enter employee's Department. Board of Supervisors District-5
- 3. Enter planned departure date. 09.24.2013
- 4. Enter planned return date. 09.27.2013
- 5. Enter place of destination. Washington, D.C.
- 6. Describe purpose of travel. Southern Border Communities Coalition
- 7.a.-e. Enter estimated expenditure amounts by category.
- 7.f. Add 7.a. - 7.e. and enter result in 7.f.
- 8. Signature of employee/traveler and date.
- 9. Signature of Department Authorized Signer (Administrative Procedure 22-10). If the TRAVELER IS AN APPOINTED DEPARTMENT HEAD, OBTAIN SIGNATURE OF COUNTY ADMINISTRATOR, OR BOARD OF SUPERVISORS AS APPROPRIATE.