Exhibit A
Accompanying Travelers
NOTE: This Exhibit A, along with the related travel authorization and travel expense reports required under A.P. No. 2-5 REVISED, must be filed with the City of Houston City Secretary’s Office.

PART A – Travel Information

Elected Official/Employee Name: ________________________________________________

Title: ________________________________________________________________________

Department/Office: ____________________________________________________________

Dates of Travel: _______________________________________________________________

Travel Destination: ____________________________________________________________

Purpose: _____________________________________________________________________

PART B – Accompanying Travelers

Use this section to disclose other travelers, even if the names of such individuals are included in the travel authorization and travel expense reports required under A.P. No. 2-5 REVISED, accompanying the salaried or non-salaried employee or elected official of the City of Houston as part of a trade or economic mission and such co-traveler(s) are part of the city coterie.

Name of Accompanying Traveler(s)

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Elected Official/Employee Signature ___________________________ Date ____________