

**Exhibit A**  
**Accompanying Travelers**

**CITY OF HOUSTON  
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)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

.....  
\_\_\_\_\_  
**Elected Official/Employee Signature**

\_\_\_\_\_  
**Date**