

Exhibit B
Supplemental Travel Funding

CITY OF HOUSTON
EXHIBIT B
Supplemental Travel Funding

NOTE: *This Exhibit B, 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 – Supplemental Travel Funding

Use this section to report any or all of the costs of city business travel or travel related expenses of the salaried, non-salaried employee or elected official of the City Of Houston filing this report, that were or will be paid from non-City of Houston sources (other than by employee or elected official or by a person related to the employee or elected official within the second degree of affinity or consanguinity.)

<u>Funding Source</u>	<u>Description of Expenditure</u>	<u>Amount of Expenditure Paid by Non City Sources</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total	\$ _____

Elected Official/Employee Signature
Date

REMINDER: DO NOT report the amounts on this form on the other worksheets of the Appendix D!!