



CITY OF DALLAS

TRAVEL REPORTING DISCLOSURE

As Required by Sections 12A-21 of the Dallas City Code

Date of Report: _____

Name of Reporting Party: _____

Elected/Appointed Official: _____

City Employee/Title/Dept: _____

The person listed above who, in connection with his or her official duties, accepts a trip or excursion to a location greater than 50 miles from the city that involves the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the city secretary (except subordinates of the city manager, who will file with the city manager), before embarking on the travel (time permitting), or not more than seven days after the travel is concluded, a disclosure statement identifying:

(1) _____
Name of sponsor of the trip or excursion

(2) _____
Name of person or entity paying for the trip or excursion, if different from sponsor

(3) _____
Place(s) to be visited

(4) _____
Purpose of travel

(5) _____
Date(s) of travel

Have any additional or supplemental pages been attached to this report?

Yes ____ No ____

If additional or supplemental pages have been attached, please identify each page with your name and the item to which the material on the supplemental page refers.

OATH

This report (including any accompanying supplements) to the best of my knowledge and belief is true, correct, and complete.

Signature of Reporting Party

SWORN to and subscribed before me by _____

On this the _____ day of _____, 20 ____, to certify which, witness my hand and seal of office.

Signature of officer/notary

(seal)

Printed name of officer/notary

Title of officer/notary

The following persons are required to report under this section:

City council members
City manager and first assistant city manager
City attorney and first assistant city attorney
City secretary and first assistant city secretary
City auditor and first assistant city auditor
Assistant city managers

Municipal judges
Members of boards and commissions
Department directors and their assistants
Civil service director and his/her assistants
Park and recreation director and his/her assistants
