



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: \_\_\_\_\_

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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 received in each three-month period in a calendar year, must file with the city secretary (except subordinates of the city manager, who will file with the city manager), on a quarterly basis, 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

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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.

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**O A T H**

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

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All employees must file this disclosure statement in addition to any departmental requirements.

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