

Out of State Travel/Training Request Presented to Oversight Committee for Approval

Requesting Supervisor/Manager: Dan Koski Department: DPI

Names of Employees Attending: Jeremy Walvoord

Name of Training	Dates of Training	Location of Training
<u>Transit Bus Summit 2023</u>	<u>2-20-23 - 2-23-23</u>	<u>Dallas Texas</u>

Estimated cost of training	\$ <u>0</u>
Estimated cost of travel	\$ <u>350.00</u> <u>reimbursed</u>
Estimated cost of meals	\$ <u>0</u>
Estimated cost of accommodations	\$ <u>0</u>
Estimated cost of misc. expenses	\$ _____ Please explain
Any anticipated overtime costs	\$ <u>0</u>
Total estimated cost	\$ <u>221.20</u>

Requesting Supervisor/Manager Comments:

What are the objectives for the training?

Transit Networking

How will this training be shared / implemented upon return?

Note in Interaction with other Transit Department from around the country

How will this training benefit the City? What is the return on the investment?

Advance my knowledge of the transit systems

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: _____ Dated: _____

**Please attach any additional information you would like considered with this request

Jeremy Walvoord

From: Arturo Salazar <asalazar@summits.endeavorb2b.com>
Sent: Tuesday, November 8, 2022 9:30 AM
To: Jeremy Walvoord
Subject: External: Welcome! It's time to book your travel for the Transit Bus Summit!

Dear Jeremy,

Welcome! We are looking forward to hosting you along with 50 of your peers and some suppliers at the Transit Bus Summit 2023, Monday, February 20, 2023 - Wednesday, February 22, 2023 in Dallas, TX.

The Summit is 48 hours of learning, information-sharing and networking in a totally unique way. Since you are accepted to join, there is no cost to you or your organization to participate. The Summit covers your airfare, ground transportation in the Dallas area, hotel, and all meals, which are part of the Summit meeting schedule.

The next step is to reserve your flight for the event! You will book your own flight, for which we will reimburse you on-site with a check (see below for details). Airport transportation in Dallas, hotel accommodations for two nights, and meals are provided by the Summit.

Booking Your Travel: Please book travel per the details below by end of day Friday, November 18th.

- **AIRPORT:** Book your airfare to either Dallas/Fort Worth (airport code: DFW) or Dallas Love Field (airport code: DAL)
- **BUDGET:** You are authorized for airfare up to \$350. We will reimburse you with a physical check on-site at the end of the Summit (see below for details). Note that parking at your local airport, travel insurance, and baggage fees are not reimbursable costs. If possible, please choose a regular economy fare, as this provides more flexibility than a basic economy fare in case of flight delays and cancellations.
- **ARRIVAL:** Choose a flight to arrive in Dallas (DAL or DFW) no later than 3:00 pm CST on Monday, February 20, 2023. *This allows travel time to the hotel and check-in before the Summit starts.*
- **DEPARTURE:** Choose a return flight to depart from Dallas (DAL or DFW) any time after 3:00 pm CST on Wednesday, February 22, 2023. *The last meeting finishes around noon. Flights departing after 3:00 pm will allow travel time and check-in at the airport.*
- **Log in to submit travel** and review your personal information. Please provide your travel info within 24 hours of booking. Detailed instructions are at the bottom of this email.

If you are not able to find a fare for less than \$350 that meets the time requirements, call or email me and I'll be happy to help.

Please book your airfare and submit your information by end of day Friday, November 18th. If you need to get approval for travel, we recommend starting this process now so you are able to book your travel before the deadline. If you need more time, please let me know so we don't release your spot. If you have any challenges submitting your information through the event platform, contact me for assistance.

The final step will be selecting your meeting preferences. We will send you the ratings survey two to weeks before the Summit to select which of your peers, suppliers, and roundtable topics you are interested in so we can create your custom agenda.

We look forward to meeting you at the Transit Bus Summit 2023!

Thank you,

Arturo Salazar
Attendee Services Coordinator, Transit Bus Summit
Endeavor Business Media
773-482-1081
asalazar@endeavorb2b.com



How to Submit your Travel Information:

- **Log In** using the link above to review your personal information and add travel.
- **Personal Information:** Review your information and make changes as needed.
 - This will be used in the guidebook, ratings process, and Summit communications.
 - Please enter any allergies/dietary restrictions or special accommodations needed.
 - Upload a photo to use for the guidebook. You can add this later if needed.
- **Hotel Request:** Enter the check-in and check-out dates.
 - The Summit covers room + tax for Monday and Tuesday nights.
 - While most people prefer to arrive on Monday and depart on Tuesday, some people extend their stay. You can request additional nights at the resort at our conference rate of \$169.00 per night, subject to availability.
- **Flight & Transportation:** The Summit provides transportation between the airport and hotel based on the flight details you submit. The following is required to prepare the reimbursement check that you will receive at the end of the Summit:
 - **Receipt:** Upload a copy of your paid itinerary that includes your name, full flight details and amount paid.
 - **W9:** Upload a completed form including your name (or your organization's, depending on who the check should be made out to), address, tax ID, and signature. No 1099 will be issued since the check is a reimbursement, not income. [A blank W9 form is available here.](#)

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