

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

Requesting Supervisor/Manager:	Courtney Hansen
Names of Employees Attending:	RaeAnn Thomas
Department:	
Tourism	

Name of Training	Dates of Training	Location of Training
NTA Travel Exchange	November 9-12, 2025	Ottawa, Canada

Estimated cost of training	\$ 1495.00
Estimated cost of travel	\$ 650.00
Estimated cost of meals	\$ 200.00
Estimated cost of accommodations	\$ 700.00
Estimated cost of misc. expenses	\$ 0
Estimated cost of overtime	\$ 0

Estimated total: \$ 3045

If applicable, what are the misc. expenses for?

Requesting Supervisor/Manager Comments:

This is a new conference for our Department. This conference focuses on group travel nationwide and beyond. It's in a nearby international market that we've been interested in. At a conference in Buffalo in 2024, we were able to have our first appointments with Canadian group travel planners and had a lot of good conversations and interest.

What are the objectives for the training?

To meet with group travel planners through one on one appointments and networking opportunities who are looking to bring groups to our area in the years to come.

How will this training be shared/implemented upon return? How will this training benefit the City?

Report leads to Department Director and request proposals for future trips. The planners will be well informed and have all the information needed to plan their next group trip to our area, in turn spending money in City of Manitowoc hotels, attractions and stores.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: Courtney Hansen Dated: 11/26/24

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