

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

Requesting Supervisor/Manager: Courtney Hansen

Names of Employees Attending:

Department:

Tourism

RaeAnn Thomas

Name of Training	Dates of Training	Location of Training
Going on Faith Conference	August 6-8, 2024	Branson, MO

Estimated cost of training	\$ 1395
Estimated cost of travel	\$ 455
Estimated cost of meals	\$ 100.00
Estimated cost of accommodations	\$ 430
Estimated cost of misc. expenses	\$
Estimated cost of overtime	\$ 0

Estimated total: \$ 2380

If applicable, what are the misc. expenses for?

Requesting Supervisor/Manager Comments:

Going on Faith is a conference where we have appointments with motor coach planners to sell Manitowoc as their next travel destination, as well as learn from keynote speakers on industry topics.

What are the objectives for the training?

To meet with planners 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 there next group travel experience to our area, in turn spending money in our hotels, attractions, restaurants and shops in the City of Manitowoc.

Supervisor Approval/Decline

Approved



Declined



Reason for decline: _____

Supervisor/Manager Signature: Courtney Hansen

Dated: 6/27/24

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