

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
Group Travel Con	October 28-30, 2025	Owensboro, KY

Estimated cost of training	\$ 1995.00
Estimated cost of travel	\$ 250.00
Estimated cost of meals	\$ 100.00
Estimated cost of accommodations	\$ 450.00
Estimated cost of misc. expenses	\$ 0
Estimated cost of overtime	\$ 0

Estimated total: \$ 2795

If applicable, what are the misc. expenses for?

Requesting Supervisor/Manager Comments:

This is a new conference for our Department, but within the Group Travel Family. We attend another very successful Group Travel Family conference (Going on Faith). We look forward to attending this new, reimagined conference with a focus on group travel directors.

What are the objectives for the training?

To meet with group travel directors 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