

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

Requesting Supervisor/Manager: Greg Vadney Department: Rehr-West  
 Names of Employees Attending: Greg Vadney

Name of Training	Dates of Training	Location of Training
Association of Midwest Museums Annual Conference	October 4, 2019	Grand Rapids, MI

Estimated cost of training	\$ 0 - Michigan Museums covering my attendance
Estimated cost of travel	\$ 430 (0.58 x 729.17) w/ pool vehicle
Estimated cost of meals	\$ 30 (3 minor meals)
Estimated cost of accommodations	\$ 0 - Camp
Estimated cost of misc. expenses	\$ Please explain
Total estimated cost	\$ 460.00

**Requesting Supervisor/Manager Comments:**

Regional museum conference. I am part of executive committee for next year's (2020) meeting

**What are the objectives for the training?**

Attend training sessions, connect to professionals to develop future collaborative relationships

**How will this training be shared / implemented upon return?**

Training includes digital analytics, workplace culture, insuring collections. These will inform staff and board during scheduled 2020 Strategic Planning

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

Training with an eye toward developing new revenue streams and efficiencies will improve department performance and allow museum to better collaborate with high performing contemporaries.

**Supervisor Approval/Decline**

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 9-5-19

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