

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
Small Market Meetings Conference	September 25-27, 2024	St. George, UT

Estimated cost of training	\$ 1410.00
Estimated cost of travel	\$ 400
Estimated cost of meals	\$ 100.00
Estimated cost of accommodations	\$ 380
Estimated cost of misc. expenses	\$ 0
Estimated cost of overtime	\$ 0

Estimated total: \$ 2270

If applicable, what are the misc. expenses for?

Requesting Supervisor/Manager Comments:

Small Market Meetings is a conference where we have appointments with meeting and conference planners to sell Manitowoc as their next meeting destination, as well as learn from keynote speakers on industry topics.

What are the objectives for the training?

To meet with planners looking for an area to host there next or future meeting, conference or reunion.

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

Report lead to the director of the department and request proposals for future meeting, conference or reunions. The planner will have all the information on our area and plan their next meeting, conference or reunion here in Manitowoc, in turn spending money at our hotels, venues, attractions and restaurants.

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