

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

Requesting Supervisor/Manager: _____ Department: COMM. DEV.

Names of Employees Attending: NICK MUELLER

Name of Training	Dates of Training	Location of Training
<u>AUTODESK UNIVERSITY OR GREEN BUILD</u>	<u>11.18 - 11.22</u>	<u>LAS VEGAS OR ATLANTA</u>

Estimated cost of training	<u>\$1,500 - \$1,800</u>
Estimated cost of travel	<u>\$ 500</u>
Estimated cost of meals	<u>\$ 350</u>
Estimated cost of accommodations	<u>\$1,000</u>
Estimated cost of misc. expenses	<u>\$</u> Please explain
Total estimated cost	<u>\$3300 - 3500</u>

Requesting Supervisor/Manager Comments:

What are the objectives for the training?

CONTINUING EDUCATION. BOTH CONFERENCES AT SAME TIME GOING TO PICK ONE WITH BEST OPPORTUNITIES FOR LOWEST COST.

How will this training be shared / implemented upon return?

YES

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

MAINTENANCE OF STAFF CREDENTIAL, NEW IDEAS & METHODS FOR IMPLEMENTATION OF DOWNTOWN PLAN & PROJECT MANAGEMENT.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: [Signature] Dated: 9-11-19

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