

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

Requesting Supervisor/Manager: Courtney Hansen Department: Tourism  
 Names of Employees Attending: RaeAnn Thomas

Name of Training	Dates of Training	Location of Training
Select Travel Conference	March 16-20, 2024	Buffalo, NY

Estimated cost of training	\$ 1995
Estimated cost of travel	\$ 50
Estimated cost of meals	\$ 200
Estimated cost of accommodations	\$ 725
Estimated cost of misc. expenses	\$ Please explain
Any anticipated overtime costs	\$
Total estimated cost	\$ 2,970

Requesting Supervisor/Manager Comments:

Motor Coach Planner appointments with 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?

Report lead to dept director and request proposals for future trips

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

The planners will be well informed and have all the information needed to plan their next group travel plans to our area, in turn spending in our hotels, attractions and shopping.

Supervisor Approval/Decline

Approved

Declined

Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature: Courtney Hansen

Dated: 2/1/24

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