

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

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

Name of Training	Dates of Training	Location of Training
Ludington Sales Meetings	June 20-22, 2023	Ludington, MI

Estimated cost of training	\$
Estimated cost of travel	\$
Estimated cost of meals	\$ 150
Estimated cost of accommodations	\$ 310
Estimated cost of misc. expenses	\$ Please explain
Any anticipated overtime costs	\$
Total estimated cost	\$ 460-

Requesting Supervisor/Manager Comments:

Sales Meetings in partnership with the Badger Sailing Season.

What are the objectives for the training?

Meetings with Ludington CVB, Ludington Historical Society, Pure MI rep, and Badger Staff.

How will this training be shared / implemented upon return?

These partnership will help in planning group travel

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

These meetings will help the tourism dept. to better educate guests and setting preplanned itineraries.

Supervisor Approval/Decline

Approved

Declined

Reason for decline: _____

Supervisor/Manager Signature: Courtney Hamson

Dated: 4/20/23

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