



Travel Request Form

Date Submitted:

Name:

Position:

Dates of Travel:

Destination:

Purpose:

Additional Comments:

Town Manager Approval

Katie Barr

Town Council Approval

Dan Patterson

Tobe Thomas

Courtenay Smock

Eric Nichols

Cheryl Hancock

APA Planning Conference March 28th – April 1st, 2025

Listed rates per person

Projected Food costs:

- \$92 per day per person (Per the gsa.gov site):
 - o Subtotal: \$460 + tax for 5 days.

Hotel:

- Hyatt Place Denver – Downtown:
 - o \$189.00 + tax per night
 - o Subtotal: \$756.00 + tax for 4 nights.

Transportation:

- Ground Transportation to Airport:
 - o Option 1 – Economy Parking for the duration of the trip:
 - \$55 + tax
- Ground Transportation from Denver Airport:
 - o Est. \$45 + tax
- Ground Transportation to Denver Airport:
 - o Est. \$45 + tax
- Airfare:
 - o \$325 per person. Round trip.

Conference Registration:

- Full Conference Registration
 - o \$785

Estimated Grand total: \$2,475 + tax