



## Travel Request Form

**Date Submitted:**

**Name:**

**Position:**

**Dates of Travel:**

**Destination:**

**Purpose:**

**Additional Comments:**

**Town Manager Approval**

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Katie Barr

**Town Council Approval**

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Dan Patterson

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Tobe Thomas

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Courtenay Smock

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Eric Nichols

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Cheryl Hancock

## APA Planning Conference March 28<sup>th</sup> – April 1<sup>st</sup>, 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