



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

ArcGIS ESRI User Conference July 13th – July 18th, 2025

Listed rates per person

Projected Food costs:

- \$86 per day per person (Per the gsa.gov site):
 - o Subtotal: \$516 + tax for 6 days.

Hotel:

- Downtown:
 - o \$460 + tax per night
 - o Subtotal: \$2,760 + tax for 5 nights.

Transportation:

- Ground Transportation to Airport:
 - o Option 1 – Economy Parking for the duration of the trip:
 - \$55 + tax
- Ground Transportation from Airport:
 - o Est. \$45 + tax
- Ground Transportation to Airport:
 - o Est. \$45 + tax
- Airfare:
 - o \$750 per person. Round trip.

Conference Registration:

- Full Conference Registration
 - o \$0

Estimated Grand total: \$4,116 + tax