



Travel Request Form

Date Submitted: 7/22/25

Name: Jason Forsythe

Position: Director of Public Works

Dates of Travel: August 17th-19th

Destination: Chicago, IL

Purpose: PWX Public Works Expo

Additional Comments:

Town Manager Approval

Katie Barr

Town Council Approval

Dan Patterson

Tobe Thomas

Courtenay Smock

Eric Nichols

Cheryl Hancock

PWX Public Works Expo Conference August 17th-19th , 2025

Listed rates per person

Projected Food costs:

- \$92 per day per person (Per the gsa.gov site):
 - o Subtotal: \$276 + tax for 3 days.

Hotel:

- Hyatt Regency McCormick Place Chicago:
 - o \$279 + tax per night
 - o Subtotal: \$558 + tax for 2 nights.

Conference Registration:

- Full Conference Registration
 - o \$1,000

Estimated Grand total: \$1,834 + tax