



**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 April 25<sup>th</sup> – April 28<sup>th</sup>, 2026

Listed rates per person

### **Projected Food costs:**

- \$152 per day per person (Per the gsa.gov site):
  - o Subtotal: \$760 + tax for 5 days.

### **Hotel:**

- Courtyard by Marriott Detroit Downtown:
  - o \$259.00 + tax per night
  - o Subtotal: \$1,036.00 + 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 Detroit Airport:
  - o Est. \$6 + tax
- Ground Transportation to Detroit Airport:
  - o Est. \$6 + tax
- Airfare:
  - o \$460 per person. Round trip.

### **Conference Registration:**

- Full Conference Registration
  - o \$835

Estimated Grand total: \$3,158 + tax