AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Out-of-State Travel Request; 2016 Government Socia

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached travel request.

Fiscal Impact: $1,877.45

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Travel costs included in 2016 budget

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/15/2015

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reveiwed by: Discharge Date: Certificate of Insurance Required

Yes ( ) No ( )

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/17/2015

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 12/22/2015

Revised April 2015

Memorandum from Katherine Haase
Assistant to the County Manager
200 E. Virginia; Gunnison, CO 81230
Phone: (970) 641-7601; Fax: (970) 641-3061
Email: khaase@gunnisoncounty.org

TO: Paula Swenson, Phil Chamberland, Jonathan Houck, Matthew Birnie
DATE: December 15, 2015
SUBJECT: Out-of-State Travel Request
2016 Government Social Media Conference & Expo

All:

This conference will take place in Reno, NV from April 5-8, 2016, and I will have to stay one additional night due to the conference and airline flight schedules.

Below are my cost estimates for this trip:

Conference Registration	$	595.00 (if registered prior to 3/14/16)
Airfare	$	277.20 (Delta out of Denver, as of 12/14/15)
Airline Baggage Fee (roundtrip).....	$	50.00 (Delta, one bag roundtrip)
Hotel	$	440.00 (discounted rate for conference)
Meals.....	$	180.00 (max estimate, some meals may be included)
Fleet Vehicle.....	$	270.25 (Gunnison to/from Denver)
Parking	$	65.00 (at DIA, 4/5-4/9)
TOTAL ESTIMATE	**$**	**1,877.45**

Much thanks,
Katherine