AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Out-of-State Travel Request; Worksite Wellness, To

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: BOCC & Colorado Dept Public Health & Environment Tobacco

Term Begins: 3/18/16 **Term Ends:** 3/20/2016 **Grant Contract #:**

Summary:

This is request for board approval for out-of-state travel to Albuquerque NM for conference on worksite wellness, tobacco policy. Employee will use fleet vehicle and drive. Attached is budget with all expenses covered by Worksite Wellness Tobacco grant.

Fiscal Impact: $1,411 covered by grant

Submitted by: C Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/10/2016

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: 3/11/2016

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

Agenda Date: 3/15/2016

Revised April 2015

memo

DHHS

To:	Matthew Birnie
From:	Carol Worrall
CC:	Joni Reynolds
Date:	3/8/2016
Re:	Request for approval of out-of-state travel

Comments: This is a request for approval for out-of-state travel to Albuquerque, NM for worksite wellness, tobacco prevention conference.

Conference: 8th National Summit Smokeless and Spit Tobacco
Dates: March 18 – 20, 2016
Purpose: Conference will focus on "chew" and other smokeless tobacco products to inform policy work.

Budget:

$500 Meeting Registration
$380 Mileage (0.54 x 703 RT = 380)
$387 Lodging (3 nights x $129)
$144 Meals (4 days x 36)

$1,411 Total

All expenses will be covered by Worksite Wellness Tobacco grant (04-555-00-343-0).