AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Out-of-State Travel Request; National Association of Government Web Professionals Conference; Assistant to the County Manager; Louisville, KY; 9/24/13 thru 9/28/13; $1966.74

Action Requested: Motion

Parties to the Agreement:

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

Summary:
This conference relates to my work on the County's website, as well as Facebook and Twitter. Additionally this year, an entire day will focus on Emergency Communications, which is relevant to my work in the Emergency Operations Center. These costs are included in the County Manager's 2013 budget.

Fiscal Impact: $1,966.74 (estimate)

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

Finance Review: (●) Required ( ) Not Required

Comments:

These costs are estimates based on costs as of May 2013. Since various costs such as airfare and housing could fluctuate somewhat and there is no line item for contingency, I would recommend authorizing somewhere around $2,200 (10% over) in the event costs change in order to avoid a supplemental request at a later date.

Reviewed by: Bcowan Discharge Date: 5/15/2013

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

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: MBirnie Discharge Date: 5/15/2013

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

Agenda Date: 5/21/2013 Follow Up Agenda Date: N/A

Revised April 2013

NAGW Conference - Louisville, KY - 9/24/13 thru 9/28/13
Costs as of May 2013

Item	Quantity	Cost Per	Cost	Notes
Conference Registration:	1	$ 525.00	$ 525.00	Must register by 7/9/13, or the cost jumps to $625.
Friday Focus Registration:	1	$ 100.00	$ 100.00	This is an entire day devoted to Emergency Online Communications.
Airfare:	1	$ 345.60	$ 345.60	Delta Airlines Flt 1466/1205, round trip Denver to Louisville.
Airline Baggage Fee	2	$ 25.00	$ 50.00	One bag, round trip.
Hotel:	4	$ 111.56	$ 446.24	Seelbach Hilton (the conference is being held here)
Mileage to/from DEN:	460	$ 0.565	$ 259.90	Fleet or personal vehicle cost, whichever is approved by Public Works.
Meals:	5	$ 36.00	$ 180.00	
Shuttle to/from SDF:	1	$ -	$ -	Complimentary shuttle to/from the airport is available.
Parking at DEN:	5	$ 12.00	$ 60.00	Economy Lot East or West.
TOTAL			**$ 1,966.74**	