# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Consent 06 - Out-of-State Travel Request; 2015 National Association of Government Web Professionals Conference; Albuquerque, NM; Assistant to the County Manager; 9/20/15 thru 9/25/15; $2,162.25

**Action Requested:** Motion

**Parties to the Agreement:**

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

**Summary:**
The request is attached in detail.

**Fiscal Impact:** $2,162.25

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

**Finance Review:** (●) Required ( ) Not Required

Comments:

Can be covered in current adopted budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/6/2015

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

Comments:

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

**County Manager Review:**

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 3/9/2015

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

Agenda Date: 3/17/2015 Follow Up Agenda Date:

*Revised April 2013*

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:** March 17, 2015
**SUBJECT:** Out-of-State Travel Request
2015 National Association of Government Web Professionals Conference

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All:

While some of the annual conference details have yet to be released, NAGW members have been given the location, hotel and date information. The conference will be held in Albuquerque, NM from 9/20/15 thru 9/25/15, and we will be staying in the Albuquerque Downtown Hyatt.

In evaluating the difference between the cost of flying and the cost of driving, I found that it would only cost approximately $40 more to fly from Gunnison (United Airlines, connecting in Denver) rather than drive (approximately 11 roundtrip hours). I'd like to go ahead and purchase the airline tickets before the price increases. Travel would be from 9/21 until 9/26.

Below are my cost estimates (some are firm, and some are conservative):

| | | |
|---|---|---|
| Conference Registration ..... | $ | 675.00 (estimated based on 2014 cost) |
| Airfare ..... | $ | 467.00 (firm as of 3/5/15) |
| Airline Baggage Fee (roundtrip)..... | $ | 50.00 (firm as of 3/5/15) |
| Hotel ..... | $ | 732.25 (max based on hotel's rate, expect discount) |
| Meals..... | $ | 216.00 (max estimate based on six days) |
| Shuttle (roundtrip) ..... | $ | 22.00 (firm as of 3/5/15) |
| **TOTAL.....** | **$** | **2,162.25 (max based on above)** |

Much thanks,
Katherine