



City Councilmember Travel Request Information Sheet

| Councilmember/Conference Information | | | |
|---|----|-----------------|--|
| Attendee Name: | | | |
| Event/Conference Name: | | | |
| Location: | | | |
| Dates of Travel: | | | |
| Business Case Information | | | |
| Business Reason for Travel: | | | |
| How Does Attendance Benefit the City: | | | |
| What Information will Councilmember bring back: | | | |
| Total Estimated Cost of Trip: | \$ | | |
| Flight Information | | | |
| Departure Date: | | Return Date: | |
| Preferred Time: | | Preferred Time: | |
| Hotel Information | | | |
| Preferred Hotel: | | | |
| Check-In Date: | | | |
| Check-Out Date: | | | |
| Special Accommodations: | | | |
| Car/Shuttle Information | | | |
| Uber/Taxi: | | | |
| Shuttle: | | | |

| Travel Review Committee Approvals (Internal Staff Use) (Attach Email Correspondence) | | |
|---|-------|------------------|
| Travel Review Committee Member | Date: | Approval: Yes/No |
| Mayor Pro Tem Omar Roman | | |
| Deputy Mayor Pro Tem Richard Jackson | | |
| Councilman Roger Neal | | |