Conference Request

Name (ALA #1235072)

Conference/Workshop/Class PLA Biennial Conference

Location Minneapolis, MN

Date April 1-3, 2026

I estimate my expenses as follows:

Complete the following areas if any portion of the expenses will be paid/reimbursed by the county.

Registration	$364	***Please include registration form, member number and event schedule***
Travel	$ 1,634.00	
Method	flight	
Mileage (if applicable)		***see mileage table or consult Google Maps***
Other (airfare, parking, etc.)	$ 45.00	
Total	$ 420.00	

Lodging		***Please include hotel confirmation paperwork with this request***
Name of Hotel	Hilton Centric	
Number of nights	4	
Rate/night	$ 200.00	
Total	$ 800.00	

Total Per diem (from calculator) $ 414.00

GRAND TOTAL $ 1,998.00

☐ Approved by supervisor

this form does not need to be forwarded to Administration if no county funds are being used

☑ Approved by Library Director

Director approval is only needed if county funds are being used.

Conference Request

Name (ALA #1269724)

Conference/Workshop/Class PLA Biennial Conference

Location Minneapolis, MN

Date April 1-3, 2026

I estimate my expenses as follows:

Complete the following areas if any portion of the expenses will be paid/reimbursed by the county.

Registration $364 ***Please include registration form, member number and event schedule***

Travel $ 1,634.00

Method flight

Mileage (if applicable) ***see mileage table or consult Google Maps***

Other (airfare, parking, etc.) $ 45.00

Total $ 420.00

Please include hotel confirmation paperwork with this request

Lodging

Name of Hotel Hilton Centric

Number of nights 4

Rate/night $ 200.00

Total $ 800.00

Total Per diem (from calculator) $ 414.00

GRAND TOTAL $ 1,998.00

☐ Approved by supervisor

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☑ Approved by Library Director

Director approval is only needed if county funds are being used.

Conference Request

Name (ALA #2329298

Conference/Workshop/Class PLA Biennial Conference

Location Minneapolis, MN

Date April 1-3, 2026

I estimate my expenses as follows:

Complete the following areas if any portion of the expenses will be paid/reimbursed by the county.

Registration $364 ***Please include registration form, member number and event schedule***

Travel $ 1,634.00

Method flight

Mileage (if applicable) ***see mileage table or consult Google Maps***

Other (airfare, parking, etc.) $ 45.00

Total $ 420.00

Please include hotel confirmation paperwork with this request

Lodging

Name of Hotel Hilton Centric

Number of nights 4

Rate/night $ 200.00

Total $ 800.00

Total Per diem (from calculator) $ 414.00

GRAND TOTAL $ 1,998.00

☐ Approved by supervisor

this form does not need to be forwarded to Administration if no county funds are being used

☑ Approved by Library Director

Director approval is only needed if county funds are being used.