



Conference Request

Name _____
 Conference/Workshop/Class IUG Annual Conference
 Location Denver, Colorado
 Date 3/13/25-3/15/25

I estimate my expenses as follows:

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

Registration \$ _____ 450.00 *Please include registration form, member number and event schedule*

Travel
 Method flight

Mileage (if applicable) _____ rate *see mileage table or consult 0.625 Google Maps*
 Other (airfare, parking, etc.) \$ 698.00
 Total \$ 698.00

Please include hotel confirmation paperwork with this request

Lodging *request*
 Name of Hotel Denver Marriott Tech Center
 Number of nights 4
 Rate/night \$ 230.00
 Total \$ 920.00

Total Per diem (from calculator) \$ 414.00

GRAND TOTAL \$ 2,482.00

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.