



Conference Request

Name Lisa Loranc
Conference/Workshop/Class Library Journal Directors' Summit
Location Denver, CO
Date 10/16-17/2025

I estimate my expenses as follows:

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

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

Travel \$ 436.96
Method flight

see mileage table or consult Google Maps

Mileage (if applicable)
Other (airfare, parking, etc.) \$ 45.00
Total \$ 481.96

Please include hotel confirmation paperwork with this

Lodging *request*

Name of Hotel Art Hotel
Number of nights 2
Rate/night \$ 190.00
Total \$ 380.00

Total Per diem (from calculator) \$ 176.00

GRAND TOTAL \$ 1,094.92

☐ 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.