

REQUEST FOR OUT OF STATE TRAVEL

For: NACCHO Preparedness Summit:

Being held in Baltimore, Maryland

Dates: April 13-16, 2026 (Fly out on 12th, Fly back on 16th)

Employees attending: 1. PHEP Program Manager

Cost of travel and registration (all costs):

- Air: \$1,200
- Hotel: \$1,800
- Meals: \$300
- Registration: \$1,195
- Travel/Mileage: To/From Houston Airport: \$85.00
- Transportation in/around destination: \$100

TOTAL ESTIMATED COST: \$4,680.00

PAID FOR with funds from: DSHS PHEP Grant

Conference Agenda (attached as separate document)