

CITY OF KEY WEST TRAVEL AUTHORIZATION REQUEST

DATE: 2/28/17

TO: Jim Scholl, City Manager

FROM: Administrator Art in Public Places

In accordance with Admin Directive, HR-2011-02 request is hereby made for travel beyond Marathon, as follows:

Travelers(s): Vicki Boguszewski, Richard Tallmadge, Marianne van den Broek, Dick Moody

Destination: Florida Association of Public Art Professionals Annual Conference, Orlando, FL

Purpose: The Florida Association of Public Art Professionals annual conference offers thorough discussions on current trends, best practices and issues of Public Art, as well as networking opportunities for both artists and administrators.

Budgeted: ☒ Yes ☐ No If not Budgeted indicate funding source: _____

Seminar/Training Dates: April 19-21, 2017

Travel Dates - Departure: April 18, 2017

Return: April 21, 2017

Mode of Transportation: ☒ Rental Car, ☐ Air, ☐ Personal Vehicle, ☐ City Owned, ☐

Other (Travel policy contains restrictions on transportation, please refer to policy. Consider tolls, Finance issues transponders)

Accommodations: Nightly rate greater than \$125, if ☐ Yes requires CM approval for reimbursement \$114/nt @3 nts/ 4 rooms=\$1368

Meals: Allowance based on established per diem rates

(Travel policy contains restrictions on meals, please refer to policy.)

Additional Justification: Sessions include: Public Art Master Planning, Memorials and Public Art: Responding to Pulse and Other Events, Advocating for Public art, Making Your Community Memorable through Public Art, Public Art tours and other break out intensives.

☒ Back-up attached

Authorized by: _____ **Title:** _____

☐ Approved

☐ Disapproved

City Manager

Date