

FIVE COUNTY ASSOCIATION OF GOVERNMENTS OUT OF STATE TRAVEL AUTHORIZATION REQUEST

Employee Name: Gary Zabriskie

Date: 11/05/2013

Pursuant to the Five County Association of Governments personnel policies and procedures, I am requesting authorization to travel out of state for the following purposes:

PURPOSE OF TRAVEL:

Travel to Denver, Colorado on, or about, November 20-22, to receive specialized Revolving Loan Fund technical assistance training by staff at the Denver Regional Office of the Economic Development Administration. Our FCAOG Economic Development District Revolving Loan Fund has been capitalized twice by EDA. This training is necessary for me to keep current with loan programmatic and federal reporting requirements. This travel is an eligible administrative expense from program income. Exact dates subject to EDA schedules and flight availability.

PLEASE ATTACH SUPPORTING DOCUMENTATION

Estimated Travel Costs:

Airfare/Surface Transportation : \$325.00

Lodging 2 Nights @ \$99.00 : \$198.00

Per Diem 2 Days @ \$45.00 : \$90.00

Registration Fees Days :

Other Costs: :

Explanation of other costs:

TOTAL ESTIMATED TRAVEL COSTS: : \$613.00

Source of travel funds: RLF Administrative Funds (Program Income)

Budget line item: 530-05 (RLF)

CFO Signature: _____ Date: _____

Executive Director Signature:  Date: 05 Nov 13

Review Trip Itinerary

Fare Details	
1 Adults (age 18 to 64)	\$268.00
Additional Taxes/Fees	\$14.00
Total	\$282.00

✈ Unrestricted Fare for \$640.00 more

Choose this fare to take advantage of these additional benefits:



- Most flexible refundable fare
- Fee-waived itinerary changes
- Fee-waived, same-day flight changes (when available)
- MileagePlus bonus Premier qualifying miles

✈ **Flight Details**

✈ **Wed., Nov. 20, 2013 | St. George, UT (SGU) to Denver, CO (DEN)**

Depart: 1:38 p.m. Wed., Nov. 20, 2013 St. George, UT (SGU)	Arrive: 3:11 p.m. Wed., Nov. 20, 2013 Denver, CO (DEN)	Travel Time: 1 hr 33 min	Distance: 520 miles	Flight: UAS293 Operated by SKYWEST DBA UNITED EXPRESS. Aircraft: Canadair Regional Jet 200 Fare Class: United Economy (Y) Meal: None No Special Meal Offered.
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✈ **Fri., Nov. 22, 2013 | Denver, CO (DEN) to St. George, UT (SGU)**

Depart: 11:22 a.m. Fri., Nov. 22, 2013 Denver, CO (DEN)	Arrive: 1:08 p.m. Fri., Nov. 22, 2013 St. George, UT (SGU)	Travel Time: 1 hr 46 min	Distance: 520 miles	Flight: UAS293 Operated by SKYWEST DBA UNITED EXPRESS. Aircraft: Canadair Regional Jet 200 Fare Class: United Economy (Y) Meal: None No Special Meal Offered.
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