

Christine Clancy, P.E., DPW Commissioner

To: Eileen Donoghue
City Manager

From: Christine Clancy, P.E.
DPW Commissioner

Date: January 24, 2020

RE: Out of State Travel

I respectfully request your permission to send one member of the City Engineers office to attend the National Dam Safety Program Technical Seminar. The course is run by the Federal Emergency Management Institute. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: National Dam Safety Program Technical Seminar

Location: Emmitsburg, Maryland.

Dates to travel: 2/18/2020 to 2/21/2020

Flight: \$251.80 (Reimbursable by federal funding secured by Emergency Management Team)

Hotel: \$0.00 (Lodging will be on site at the Institute at no cost.)

Conference Cost: \$0.00

Mileage/Fuel/Toll/Parking: \$0.00

Car Rental: \$0.00

Per Diem: \$78.46 (\$26.15 per day x 3 Days) Number of People: 1