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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Michelle Price, Administrative Coordinator  
Through: Erin Reinders, City Manager  
Date: October 12, 2021  
Re: Washington DC Lobbying Trip

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The meetings for the federal lobbying trip to Washington, DC will be December 6 - 9, 2021. To accommodate flight times, departure from Unalaska will be Friday, December 3; and returning December 11 or 12.

Estimated travel costs per person are:

Round trip air fare	\$ 1,641.00
Lodging	\$ 1,594.00
Ground transportation	\$ 250.00
Per Diem	<u>\$ 831.00</u>
TOTAL	\$ 4,316.00

As there has been no significant travel by the council since the beginning of the fiscal year, the travel budget has sufficient funds to cover this expenditure.

Council's Travel Policy states:

- No more than three Council Members may travel to the same meeting or conference;
- Travel is to be conducted in the most direct and economic manner possible to accomplish City business; and
- Council will discuss the travel, identify the Council Members to travel, and approve the travel by motion at least twenty-one days before the trip.