



Request for Outside Speaking/Papers/Conferences

Request by: _____ Date of Request: _____

Department: _____ Account: _____

Name of Event: _____ Date of Event: _____

Location of Event: _____

How does this request comply with PAG's Overall Work Program's stated strategies?

What information or data will be presented?

Identify benefits to PAG and PAG's Mission, and the expected outcomes of this request:

Identify resources necessary to fulfill request:

Capital Costs (including estimated travel costs for PR): _____

Will printing/plotting be required? Yes No

Estimate of total staff time necessary to fulfill request (*Include preparation, support and travel dates.*

Identify all PAG staff intended to be involved with estimated hours of involvement.)

Will host organization/others fund all/part of the costs associated with this engagement?

Yes No

If so, what is the level of funding they'll provide? _____

After Action Report

Final capital costs (*travel costs and number of pages for reports, binding, plots*): _____

Final staff time (*in hours by each staff member involved*):

Brief statement on benefits realized as a result of your efforts:

NOTE: For travel outside of Pima County staff must obtain an approved Travel Request in advance of making any arrangements.

Approvals

Director _____

Executive Director _____