



**DUPAGE
COUNTY**

General
630-407-6900

Maintenance
630-407-6920

Permitting
630-407-6900

Trails/Paths
630-407-6900

DIVISION OF TRANSPORTATION

630-407-6900
fax: 630-407-6901
dot@dupagecounty.gov
www.dupagecounty.gov/dot

MEMORANDUM

DATE: February 4, 2025

TO: Mary Ozog, Chair
Members of the Transportation Committee

FROM: Stephen Travia, P.E., Director of Transportation

RE: Travel Request – Local Overnight Travel
National Association of County Engineers Annual Conference

Signature on file

The Division of Transportation is requesting authorization for the County Engineer to attend the National Association of County Engineers annual conference in Schaumburg, Illinois, and to stay overnight in the hotel at the conference site. Since the Illinois Association of County Engineers is the host for this year's conference, the IACE has asked all the local county engineers to be available on-site throughout the conference to assist with event management and issue resolution.

The estimated cost for this conference is:

Registration:	\$945.00
Lodging:	\$950.00
Per Diem:	\$414.00
Tips & Other Expenses:	\$50.00
	<u>\$2359.00</u>

The supporting information for the above can be found in the attached DuPage County Employee Overnight Business Travel Expense Reimbursement Request form.