



Public Works Department

DATE: January 3, 2014
TO: Troy Schulte, City Manager
FROM: Sherri McIntyre, Director of Public Works *SKM*
SUBJECT: Travel Approval for KC-CAF trip to Spain

I am requesting approval to travel to Madrid, Spain to tour the CAF Inc. facilities and attend several workshops detailing the Streetcar that will be manufactured for Kansas City. These workshops will give me a better understanding of how CAF's work in Spain will mirror our current and future streetcar here in Kansas City.

We will spend an intensive week meeting with CAF at its main offices in Beasain, Spain and also at its facilities in Zaragoza and San Sebastian. Guided tours of the trucks and wheel manufacturing workshops will allow staff to see the manufacturing process up close.

We have worked with our counterparts at CAF Inc., to make the travel arrangements. The trip is scheduled from Saturday, Feb. 1, 2014 to Saturday, Feb. 8, 2014.

The total cost of the trip is estimated to be \$2,534.00. Please see breakdown below and attached documents detailing all the costs associated with the trip.

Airfare - KC to Madrid	\$ 979.00
Hotels	\$ 590.50
Per Diem (8 days)	\$ 749.50
Ground Transportation (Taxi)	\$ 30.00
Train Ticket – San Sebastian to Madrid	\$ 85.00
Baggage Fees	<u>\$ 100.00</u>
	\$ 2,534.00

Approved: _____
Troy Schulte
City Manager