



Travel Authorization Form



Name: Liesl Barker

Training/Conference: AAMC Annual Conference

Submitted by: Liesl Barker

Department & position: Administration / Clerk

Location of Travel: Anchorage

Date submitted: 4/8/2026

Time Period: 12/6/2026

Athorized by:

Explain why you would like to attend:

I am requesting to go to the Alaska Municipal Clerks Conference including the additional Academy and Athenian training and education session. This gives provides the clerk with the maximum education and points towards the MMC certification for the least amount of money. There will be sessions on records management, OMA, how to use AI responsibly and effectively, resolution, ordinance and policy creation. Including all of my committee and chair work along with the conference sessions this will provide me with 12 points to put towards my MMC.

If traveling outside of Alaska GSA Rate:		GSA: \$	GSA: \$	GSA: \$			
Date	Description Day (Travel or Training/Conference)	Breakfast AK=\$30	Lunch AK=\$34	Dinner AK=\$50	Total	Anticipated Overtime Hours	
12/6/2026	Travel Day	N/A	N/A	\$50.00	\$50.00		Registration Fees 500.00
12/7/2026	Training Day 1	\$30.00	\$34.00	\$50.00	\$114.00		Airefare/Ferry 1,025.00
12/8/2026	Training Day 2	IN	IN	\$50.00	\$50.00		Ground Transport 80.00
12/9/2026	Training Day 3	\$30.00	IN	IN	\$30.00		Accomdatons 1,200.00
12/10/2026	Training Day 4	\$30.00	IN	\$50.00	\$80.00		Meals Per Diem 388.00
12/11/2026	Travel Day	\$30.00	\$34.00	N/A	\$64.00	1.00	Grand Total 3,193.00
					\$0.00		
					\$0.00		
					\$0.00	1.00	
Total					388.00		

Airfare/Ferry (round trip)

Name of Company	Cost
Alaska Airlines (round trip)	\$600.00
Alaska SeaPlanes (round trip)	\$425.00
Total	\$1,025.00

Accomdatons

Name of Company	Cost
Marriot Downtown Anchorage	\$1,200.00
Total	\$1,200.00

Registration for Conference/Trainaing

Name of Session/training/conference	Cost
AAMC	\$500.00
Total	\$500.00

Ground transportation (Milage reimbursment \$0.70 per mile)

Name of Company / approx. miles	Cost
Uber (round trip airport to hotel)	\$80.00
Total	\$80.00

Are there scholarship oppertunites for this training/conference?

If yes, how much and when is the form due? Yes there is a scholarship available applications are due by 11/01/2026 for upto \$750.00

Will your travel deviate from this plan for personal purposes? No