



December 7, 2022

Mayor Todd Jordan
Mr. Buddy Palmer, Council President
Mr. Lynn Bryan
Mr. Travis Beard
Ms. Nettie Davis
Ms. Janet Gaston
Ms. Rosie Jones
Mr. Chad Mims

Dear Mayor Jordan and City Council,

I am requesting approval of international travel for Jennie Bradford Curlee. She will participate in Travel South USA's Brazil Sales and Media Mission in Rio de Janeiro and Sao Paulo, Brazil, February 3-10, 2023. This event will offer Travel South USA Global Partner destinations an opportunity to build relationships with key tour operators, travel agencies, airlines, and media. The mission will include pre-scheduled workshops with tour operators, one-on-one networking at media and trade events, and sales lead reporting following the mission.

The maximum per diem rate is \$386 and the total travel cost estimated for this trip is \$4,000 (meals, hotels, airfare, and transfers).

Sincerely,

Neal McCoy
Executive Director



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