

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6D
Meeting Date: 7/16/24

DATE: July 9, 2024
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Project Manager: Alisa Praskovich—Chief, Strategic Projects & Commission Relations
SUBJECT: Commission International Travel Approval – Philippines (Oct. 2024)

A. ACTION REQUESTED

Request approval for Commission International Travel to the Philippines from October 3, 2024 – October 13, 2024.

B. PROSPECTIVE TRAVEL DETAILS

EVENT	VENUE(S)	DATES
1. WASHINGTON-PHILIPPINES INTERNATIONAL TRADE ADVANCEMENT GROUP – TRADE & CULTURAL MISSION Purpose: International trade visit with the Washington-Philippines Trade Advancement Group to expand U.S. military and trade opportunities. Estimated Cost: \$9,000/person *Note: If passed, a deposit deadline is needed by 7/20/24.	Manila & CEBU	10/4/24 – 10/13/24

C. SOURCE OF FUNDS

The 2024 Commission Travel Budget provides funds for Commission international travel for July 1, 2024 through December 31, 2024.

D. NEXT STEPS

The Commission will vote to authorize the approved international trip. Authorization of a trip does not guarantee that a Commissioner(s) will participate in it.