



PORT EVERGLADES DEPARTMENT – Chief Executive/Port Director’s Office
1850 Eller Drive, Fort Lauderdale, Florida 33316
954-468-3504 FAX 954-523-8713

DATE: January 15 2015

TO: Susan Friend, Director, Accounting Division
Finance and Administrative Services Department

FROM: Glenn A. Wiltshire, Deputy Port Director 

**SUBJECT: International Travel – Agritrade Expo & Conference - Guatemala
March 12-13, 2015**

I request Board approval for Port Everglades Business Development Director James Pyburn and Assistant Business Development Director Jean Elie, or their designees, to travel to La Antigua, Guatemala to participate in Agritrade Expo & Conference March 12-13, 2015.

Although this is business-related travel, Board approval is required since this is international travel and also because Port Everglades will be receiving complimentary registration as part of its sponsorship event.

Agritrade Expo & Conference is the most important international agricultural conference in Central America. Port Everglades is the top seaport in Florida for the shipment of perishable products, and will be sponsoring a networking event which will provide an opportunity to engage with industry decision makers as well as a wide range of enterprises in the agricultural industry. The Port will also have an exhibition booth, therefore making it necessary to have two delegates attend to staff the booth and participate in networking with other conference attendees at the same time.

Total estimated costs for travel, hotel, per diem, and registration for the conference for both Mr. Pyburn and Mr. Elie are \$3,692 and will be paid with Port Everglades travel funds from Object 4001. Please process this request for approval by the Broward County Board of County Commissioners at the February 10, 2015 Commission meeting.

GAW/jlc