



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

GROWTH MANAGEMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, Community Planning Coordinator

DATE: March 16, 2005

RE: NeighborWorks Training Minneapolis - April 18-22, 2005

I am requesting approval of a travel request for Barbara Garcia to attend the NeighborWorks Training Institute on April 18 through 22, 2005 in Minneapolis, Minnesota. The following breakdown outlines the anticipated expenses associated with attending this Training Institute:

Conference Registration	\$100.00
Tuition	\$925.00
Transportation	\$345.00
Meal Allowance	\$244.00
Lodging	<u>\$750.00</u>
Total Travel Request	\$2,364.00

The cost for this training is available in the 2005 Community Development. I would appreciate your consideration and approval of this travel request.

cc: Marcia Elkins, Growth Management Director



EQUAL OPPORTUNITY EMPLOYER