

CITY OF RAPID CITY  
TRAVEL REQUEST

LF053106-11

Person requesting travel Sandy Dempsey Department EMS 0890

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Ortivus North American Software Users Group Workshop

List all other City employees, if any, making the trip for the same purpose: Mary Graves

Place of meeting or destination: Chicago, IL

Date of meeting June 20-22, 2006

Date trip to begin June 19, 2006 Date trip will end June 23, 2006

Method of transportation requested Airline

Estimated transportation cost	\$	<u>944.42</u>
Meals		<u>310.00</u>
Lodging <u>4</u> days \$115.00 + tax/night		<u>1021.20</u>
Other costs - description <u>Registration</u>		<u>1400.00</u>
<u>Taxi</u>		<u>100.00</u>
Total estimated cost of trip	\$	<u>3775.62</u>

Signed \_\_\_\_\_ Date Gary Shipley Date 5-12-06  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

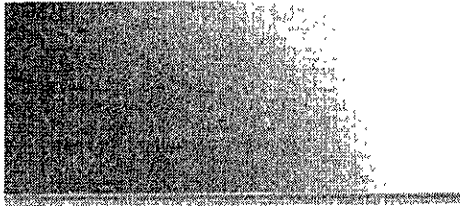
Yellow copy - Finance

Gold copy - Department copy



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**June 20-22, 2006**  
**EMS Users Group**  
 Lombard, Illinois (Chicago)

- SweetSoft University >>
- User Groups
- On-Site Education >>
- Group Education >>
- Remote Education >>

**Hotel Information:**

Embassy Suites  
 707 East Butterfield Road  
 Lombard, IL 60148  
<http://www.embassysuites.com/en/es/hotels/index.html?cityhocr=CHILMES>  
 Phone: 630-969-7500  
 Rate: \$115.00 - Cut-off date May 19, 2006  
 Deadline for Early-Bird registration: May 19, 2006

**Featured Products:**

Sweet-Billing and Sweet-CAD\*  
 \*(Sweet-CAD users, please call for more information before registering)

**Preliminary Schedule:**

- Day 1: Our guest speaker Pat Mc Ward, from Skillpath Seminars will speak on the topic of "Stress solution - bringing new energy, balance and focus to your life"
- Day 2 and 3: Novice, Intermediate and Advanced tracks offered  
 [Novice track – for those participants that have used the system less than 1 year; Intermediate track for those who have a more complex understanding of both billing and field data software; Advanced track for senior billers, administrators, managers and hardware personnel]



The EMS and Public Safety Users Group will take place at the Microtrain Facility in Lombard, IL during the three days. Shuttle service will be provided. EMS and Public Safety Groups will be using the same facility but will meet separately, except when the Guest Speaker will address both groups on Day 1.

If you wish to attend the **EMS User Group**: [Register here >>](#)

For more information about the EMS User Group, contact **Kathy Ransom**

***NOTE:** If minimum sign-up numbers are not met within 30 days prior to event, the User Group may be canceled. Please check back 30 days prior to the User Group you plan to attend to ensure the event will take place before booking your plane tickets. Novice, Intermediate and Advanced Track schedules subject to change without notice.*

**View the 2006 Users Groups Calendar >>**