



CITY OF RAPID CITY
RAPID CITY, SOUTH DAKOTA 57701-2724
PLANNING DEPARTMENT
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MEMORANDUM

TO: Legal and Finance Committee
FROM: Lisa Seaman, GIS Coordinator
DATE: September 5, 2002
RE: GIS Training

I am requesting your approval of the travel request for Lisa Seaman to attend the ESRI's Instructor-led classes ArcGIS I and ArcGIS II to be held November 11 - 15, 2002 in Denver, Colorado. The following is a projected breakdown of the anticipated expenses associated with the travel:

\$2,000.00	Course Registration
\$261.00	Travel reimbursement (900 miles, Planning vehicle)
\$224.00	Meal Reimbursement
<u>\$600.00</u>	Lodging
\$3,085.00	Total travel request

The cost for this training is available in the Year 2002 GIS Division budget. Your consideration and approval of this travel request is appreciated.

cc: Marcia Elkins, Planning Director