



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

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GIS Division
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MEMORANDUM

TO: Legal and Finance Committee

FROM: Lisa Seaman, GIS Coordinator

DATE: December 5, 2002

RE: GIS Training

I am requesting your approval of the travel request for Bimende Malik to attend the ESRI's Instructor-led classes Introduction to ArcSDE using ArcInfo 8 to be held January 22 - 23, 2003 in Broomfield, Colorado. The following is a projected breakdown of the anticipated expenses associated with the travel:

\$900.00	Course Registration
\$300.00	Travel reimbursement (900 miles)
\$110.00	Meal Reimbursement
<u>\$300.00</u>	Lodging
\$1,600.00	Total travel request

The cost for this training is available in the Year 2003 GIS Division budget. Your consideration and approval of this travel request is appreciated.

cc: Marcia Elkins, Planning Director

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Bimende Malik Department 105

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

to attend instructor led ArcSDE software training

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

Place of meeting or destination: Broomfield, CO

Date of meeting Jan 22 through Jan 23, 2003

Date trip to begin Jan 21, 2003 Date trip will end Jan 24, 2003

Method of transportation requested city vehicle (if city vehicle available)

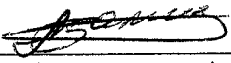
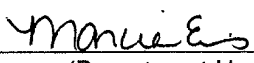
Estimated transportation cost \$ 300.00

Meals 110.00

Lodging 3 days 300.00

Other costs - description Course registration 900.00

Total estimated cost of trip \$ 1600.00

Signed  12-04-02 Date  Date 12/5/02
(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