



**CITY OF RAPID CITY**  
**RAPID CITY, SOUTH DAKOTA 57701-2724**

**PLANNING DEPARTMENT**

300 Sixth Street

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LF012903-16

**MEMORANDUM**

TO: Legal and Finance Committee  
FROM: Lisa Seaman, GIS Coordinator  
DATE: January 23, 2003  
RE: GIS Training

I am requesting your approval of the travel request for Don Jarvinen to attend Microsoft's Instructor-led class *Administering a Microsoft SQL Server 2000 Database* to be held February 24 - 28, 2003 in Sioux Falls, SD. The following is a projected breakdown of the anticipated expenses associated with the travel:

\$1,495.00	Course Registration
\$ 232.00	Travel reimbursement (800 miles)
\$ 145.00	Meal Reimbursement
\$ 400.00	Lodging
<u>\$2,272.00</u>	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