



**CITY OF RAPID CITY**  
**RAPID CITY, SOUTH DAKOTA 57701-2724**  
**PLANNING DEPARTMENT**  
300 Sixth Street

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**MEMORANDUM**

TO: Legal and Finance Committee  
FROM: Lisa Seaman, GIS Coordinator  
DATE: April 24, 2003  
RE: GIS Training

I am requesting your approval of the travel request for Don Jarvinen to attend the ESRI's Instructor-led class ArcSDE Administration for SQL Server to be held June 2 - 6, 2003 in Broomfield, Colorado. The following is a projected breakdown of the anticipated expenses associated with the travel:

\$2,250.00	Course Registration
\$ 300.00	Travel reimbursement (900 miles)
\$ 208.00	Meal Reimbursement
<u>\$ 420.00</u>	Lodging
\$3,178.00	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