



CITY OF RAPID CITY


RAPID CITY, SOUTH DAKOTA 57701

Department of Fire and Emergency Services

10 Main Street
605-394-4180
Fax: 605-394-6754

LF102903-01

October 15, 2003

TO: Maggie Paul, Legal Assistant
FROM: Frankie 
RE: Legal and Finance Agenda Item

Please place the following on the next upcoming agenda.

Request for approval for Denise Rossum (Ambulance Department) to attend a Sweet User Group Workshop in Dallas, TX, December 8-11, 2003. Expenses from this trip are to be charged to Cost Center 0890.

Attached is a copy of the registration, and travel request sent to the Mayor.



Sweet, an Onyx Company
2324 Sweet Pathway Road
Decorah, IA 52101

Location, Dates and Workshop Format		
Pittsburgh, PA April 9-11, 2003 Early-bird deadline: March 10 Classroom Style	Decorah, IA June 11-13, 2003 Early-bird deadline: May 12 Hands-On	Dallas, TX December 9-11, 2003 Early-bird deadline: Nov. 8 Hands-On

Workshop and Hotel Accommodations		
Pittsburgh, PA (Classroom) April 9-11, 2003 Hotel: Radisson Hotel Pittsburgh GreenTree 101 Radisson Drive Pittsburgh, PA 15205 \$79/night single; 412.922.8400 www.radisson.com/pittsburghpa_greenTree Reservations by March 10th, 2003 Workshop: hotel conference room	Decorah, IA (Hands-On) June 11-13, 2003 Hotel: Country Inn 1202 Highway 9W Decorah, IA 52101 563.382.9846 \$67/night single; 563.382.9646 www.countryinn.com/reservation/hotelSearch.do Reservations by May 27, 2003 Workshop: Luther College Computer Lab	Dallas, TX (Hands-On) December 9-11, 2003 Hotels: (all located in Irving, TX) *Hilton Garden Inn (972.444.8434) *Amen Suites Dallas Las Colinas (972.660.7400) *Clarion Inn (972.929.5757) *Holiday Inn StayBridge Suites (972.465.9400) *Summerfield Suites (972.631.0909) *Wyndham Garden Hotel (972.650.1800) *Workshop: Texas Training and Conference Center, 7501 N. State Highway 161, Suite #1005, Irving, TX 816.636.0006

2003 Sweet User Group Workshop Registration Form

Please provide the following attendee information (submit one form per person, please):

ATTENDEE INFORMATION

First Name: Denise Last Name: Rossum
 Title: IT Billing Tech Organization: Rapid City Fire - Eng Serv Customer No.: SD012
 Street Address: 10 Main Street E-mail: denise.rossum@rcfdv.org
 City: Rapid City State/Province: SD Zip: 57701
 Work Phone: 605-394-4180 FAX: 394-5145

DALLAS, TX USER GROUP WORKSHOP INFORMATION— DECEMBER 9-11

DAY 1: DECEMBER 9TH: BILLING WORKSHOP—J.R. HENRY, MANAGING CONSULTANT WITH PAGE, WOLFBERG AND WRITH

DAYS 2 & 3: DECEMBER 10TH AND 11TH: HANDS-ON AMAZON BILLING EDUCATION

For days 2 and 3, will you be participating in the 'Beginning Users' workshop or the 'Advanced Users' workshop?

- Beginning Users (for users new, or fairly new, to the system)
- Advanced Users (for users experienced in the system and those who have several add-on modules)

Please indicate Your User Group Workshop Fee Information:

Dec. 9-11 workshop fee (\$650.00) 650.00
 Less early-bird discount* (-\$50.00) -50.00
 (November 9th — Dallas, TX)
 Less corporate discount** (-\$25.00)
 Grand Total 600.00

*To be eligible for the early-bird discount, you must register by the early-bird date specified for the workshop you will be attending.

**Corporate discounts of \$25.00 per person are available when three or more people from the same service/company register for the same user group workshop.

Please indicate Your Payment Choice:

- Please invoice me at the address above
- Please charge my credit card (Master Card, Visa, American Express or Discover accepted)

Card Holder's Name: _____
 Card Number: _____
 Expiration Date: _____

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Denise Rossum Department 0890 - AMB

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 Sweet Software User Group Workshop

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

Place of meeting or destination: Dallas, TX

Date of meeting Dec 9-11, 2003

Date trip to begin Dec 8, 2003 Date trip will end Dec 12, 2003

Method of transportation requested Airline

Estimated transportation cost	\$ <u>375.50</u>
Meals	<u>149.00</u>
Lodging <u>4</u> days	<u>508.00</u>
Other costs - description <u>registration</u>	<u>650.00</u>

Total estimated cost of trip \$ 1682.50

Signed Denise Rossum ^{10/14/03} Date Gary Shepherd Date _____
(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