

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel KEITH L'ESPERANCE Department HR/RM

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

FED TRANSIT DRUG/ALCOHOL PROGRAM ADMIN TRAINING CONFERENCE

List all other City employees, if any, making the trip for the same purpose: RICH SAGEN, TRANSIT DIVISION MANAGER

Place of meeting or destination: LAS VEGAS, NV

Date of meeting MARCH 20-21, 2006

Date trip to begin MARCH 19, 2006 Date trip will end MARCH 22, 2006

Method of transportation requested AIR

Estimated transportation cost	\$	<u>900.00</u>
Meals		<u>250.00</u>
Lodging <u>3X2</u> days		<u>600.00</u>
Other costs - description <u>MISC CAB/TRANSFER ETC.</u>		<u>100.00</u>
<u>NO CONFERENCE REGISTRATION FEES - FREE</u>		
Total estimated cost of trip	\$	<u>1,850.00</u>

Signed [Signature] 11/22/05 Date [Signature] 11/22/05 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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy



- ▶ Conference Information & Registration
- ▶ Course Listings

2006 Drug and Alcohol Program National Conference

[CLICK HERE](#) to register online.

The Federal Transit Administration (FTA) is holding a free Drug and Alcohol Program National Conference in Las Vegas, NV on March 20th and 21st, 2006. The location is the Hampton Inn Tropicana Southwest Event Center.

CONFERENCE DESCRIPTION

This two-day conference will include speakers from the Federal Transit Administration, the Office of the Secretary's Office of Drug and Alcohol Policy and Compliance, FTA auditors, FTA Drug and Alcohol MIS Program and Newsletter staff, and professionals from the DOT Drug and Alcohol testing industry (Medical Review Officer, Substance Abuse Professional, Urine Collector, and Breath Alcohol Technician). The conference will consist of a number of classes on a variety of current topics and issues. Some classes will focus on achieving and maintaining compliance and include topics such as post-accident and reasonable suspicion testing, conducting proper collections, vendor oversight and a separate session for new and inexperienced Drug and Alcohol Program Managers. Other sessions will focus on best practices and possible new requirements. In addition, Jerry Powers (FTA Drug and Alcohol Program Manager) will conduct a question and answer session. Multiple classes will run concurrently and at multiple times so as to allow attendees to have the opportunity to attend many classes.

Additionally, members of the FTA Audit and MIS Teams will be available throughout both days to review transit employers' policies and MIS reports and will be available to answer questions and provide assistance.

Classes will include:

- FTA Drug and Alcohol Program: A Cost/Benefit Analysis
- Welcome to the Team: Regulation Review and Best Practices for New Drug & Alcohol Program Managers
- Keeping Organized: Record Collection and Management
- How Random is Your Testing Program? Pattern Deterrence, Historical Trend Analysis and Recidivism
- Why is March 15th Important? MIS Reporting/Website

FROM THE
ADMINISTRATOR

NEW STARTS

NEWS & EVENTS

SAFETY & SECURITY

- Transit Safety
- Transit Security
- Emergency Management
- Training & Conferences
- Research
- Drugs & Alcohol
- Safety & Security Statistics
- Publications

STRATEGIC BUSINESS
PLAN

GRANT PROGRAMS

RESEARCH & TECHNICAL
ASSISTANCE

GOVERNMENT & LEGAL

TRANSIT DATA & INFO

REAUTHORIZATION

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CIRCULARS &
PUBLICATIONS

CIVIL RIGHTS /
ACCESSIBILITY

RIDERSHIP

Resources

- The FTA Drug and Alcohol Audit Process
- Testing Thresholds and Criteria: Post-Accident and Reasonable Suspicion Decision-making
- Contractor/TPA/State Oversight
- The Role of a Medical Review Officer (MRO) and Substance Abuse Professional (SAP)
- What Happens During a Collection: A Demonstration and Discussion
- FTA versus FMCSA: A Regulatory Comparison

Note: FTA reserves the right to adjust class schedule and topics

Check back for more information! The web site will be updated as the conference program is finalized.

HOTEL INFORMATION

A block of rooms is reserved at the Hampton Inn Tropicana in Las Vegas, NV. Please reference the *FTA Drug and Alcohol National Conference* when making hotel reservations. The special conference rate is \$99. Please book reservations early, as there is a limited availability of rooms at the special conference rate.

The hotel is part of the facility where the Conference is being held.

For more hotel information or to make hotel reservations go to www.hamptonintropicana.com

REGISTRATION INFORMATION

To register for the conference online [Click Here](#). If you have any questions, please contact Conference Coordinator Mirna Gustave at (617) 494-3344.

[CLICK HERE](#) to register online.



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