

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Chuck Larson Department 7073

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

EPA/CIPCA TREATMENT workshop

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

Ritchie Nordstrom

Place of meeting or destination: ST. George, UTAH

Date of meeting MAY 15-17, 2007

Date trip to begin May 14, 2007 Date trip will end MAY 18, 2007

Method of transportation requested Air

Estimated transportation cost \$ 507⁶⁰

Meals 244⁰⁰

Lodging 4 days 376⁰⁰ 348.64

Other costs - description Registration 240⁰⁰

Total estimated cost of trip \$ 1307.60 1340.24

Signed [Signature] For Chuck Larson Date 23 JAN 07 [Signature] [Signature] Date 1/24/07
(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



PRETREATMENT WORKSHOP



May 15-17, 2007

The Workshop

EPA Region 8 and the Colorado Industrial Pretreatment Coordinators Association (CIPCA) are co-sponsoring a workshop to address the varied needs of municipal pretreatment personnel. Advanced to basic pretreatment training, discussions, and presentations will be provided by local, state, and federal government representatives, as well as, experts from outside the government. Due to limited space/resources, pre-registration is limited to Federal, state and local government staff. For non-government people, we will have a waiting list and allow registration and attendance if space permits.

Cost of Workshop

Pre-Registration (postmarked no later than April 20, 2007): \$120
Late or On-Site Registration (postmarked after April 20, 2006): \$150

Hotel Information

Holiday Inn Resort: St. George, Utah. To make reservations for hotel rooms, please call the hotel directly at 435-628-4235. Group Rates under CIPCA2007 Pretreatment Conference.

Standard Room (single): \$ 65
Standard Room (double): \$ 79

Total tax is: 10.25%. Utah does not accept tax exemption from government entities located outside the State of Utah.

Getting there: Flights are available into St. George. Some may find it cheaper to fly into Las Vegas, NV and rent a car. If you are driving there and would like riders, let Curt know and he will send out an email for you.

Agenda

Monday, May 14: Registration 4:30 pm-6 pm

Tuesday, May 15: Platform Presentations 8:30 am – 5 pm

Wednesday, May 16: Training and presentations 8:30 am – 4:30 am

Thursday, May 17: Platform Presentations 8:30 am – 5 pm

Note to Region 8 Attendees: To obtain CEUs, CECs, etc for state approved training credits, be sure to plan to attend the Workshop through Thursday at 4:30 pm. Please make your travel plans accordingly.

Contact Information

Topics/Speakers/General Workshop questions: Curt McCormick
usepa@evcohs.com or mccormick.curt@epa.gov 303-312-6377

Hotel/Meeting Logistics: Harold Sheel hsheel@englewoodgov.org
303-762-2623

Agenda Coordinator: Al Garcia: agarcia@englewoodgov.org
303-762-2626