



**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: September 4, 2002  
RE: GIS Training

I am requesting your approval of the travel request for Donald Jarvinen to attend the ESRI's Instructor-led classes Creating and Managing Geodatabases and Modeling Geodatabases with CASE tools to be held November 4 - 8, 2002 in Denver, Colorado. The following is a projected breakdown of the anticipated expenses associated with the travel:

|                 |  |
|-----------------|--|
| \$2,000.00      | Course Registration                                |
| \$261.00        | Travel reimbursement (900 miles, Planning vehicle) |
| \$224.00        | Meal Reimbursement                                 |
| <u>\$600.00</u> | Lodging  |
| \$3,085.00      | Total travel request                               |

The cost for this training is available in the Year 2002 GIS Division budget. Your consideration and approval of this travel request is appreciated.

cc: Marcia Elkins, Planning Director