

Travel/Education Request Form

Name(s) Commissioners, Department Heads and/or their designees

Department All Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Legislative Session			Pierre, SD

Reason for Travel:

Travel during 2021 legislative session for any county commissioner, department head or county employee to participate in the legislative process in Pierre, SD.

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
382 Miles \$ 0.42 /mile = \$ 160.44

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
 _____ Lunch @ \$ _____ = \$ 0.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ _____

•Lodging: _____ Estimated number of days/nights = \$ _____

•Registration: _____ Estimated Cost = \$ _____

Total Cost Estimate = \$ 160.44

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

01/19/21
 Date

Travel/Education Request Form

Name(s) Commissioners, Department Heads and/or Deputies

Department All Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Quarterly Meetings			Beadle, Kingsbury, Clark, Hamlin
			Lake, Moody, Codington, Deuel
			Spink Counties

Reason for Travel:

Sioux Valley Commissioners/10-County Meetings for 2021

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 100 Miles \$ 0.42 /mile = \$ 42.00

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
 _____ Lunch @ \$ _____ = \$ 0.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ _____


•Lodging: _____ Estimated number of days/nights = \$ _____

•Registration: \$11 Estimated Cost = \$ 11.00

Total Cost Estimate = \$ 53.00

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No



 Department Head Signature

01/19/21

 Date

Brookings County

Travel / Education Request Form

Name(s): Denny Carmichael

Department: Weed & Pest Position(s): Weed enforcement officer

Date(s)	Beginning Odometer	Ending Odometer	Destination
01/19/2020			Watertown, SD

Reason for Travel:

retake commercial Applicator exam

Passengers:

none

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto

116 Miles @ \$ _____ /per mile = \$ 0

- Meals: 0 Breakfast(s) @ \$ _____ = \$ 0

0 Lunch(s) @ \$ _____ = \$ 0

0 Dinner(s) @ \$ _____ = \$ 0

- Additional Expenses (taxi, parking, etc.):


Please list: _____ = \$ 0

- Lodging (Estimated number of nights): _____ = \$ 0

- Registration (Estimated cost): _____ = \$ 0

Total Cost Estimate: = \$ 0

Department Head designated mileage rate: \$ _____ /per mile



Department Head Signature

01/11/2021

Date

Brookings County
Travel / Education Request Form

Name(s): Jacob Brehmer, Reid Squires

Department: Equalization **Position(s):** Director, Deputy Director

Date(s)	Beginning Odometer	Ending Odometer	Destination
1-20-2021			Egan, SD

Reason for Travel:
District 5 Quarterly Meeting

Passengers:

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto
 - _____ Miles @ \$ _____ /per mile = \$ 0.00
 - Meals:
 - _____ Breakfast(s) @ \$ _____ = \$ 0.00
 - 2 Lunch(s) @ \$ 14.00 = \$ 28.00
 - _____ Dinner(s) @ \$ _____ = \$ 0.00
 - Additional Expenses (taxi, parking, etc.):
 - Please list: _____ = \$ _____
 - Lodging (Estimated number of nights): _____ = \$ _____
 - Registration (Estimated cost): _____ = \$ _____
- Total Cost Estimate:** = \$ 28.00

Department Head designated mileage rate: \$ _____ /per mile

Jacob Brehmer

 Department Head Signature

1-7-2021

 Date

Brookings County

Travel / Education Request Form

Name(s): Misty Moser

Department: Weed & Pest Position(s): Supervisor

Date(s)	Beginning Odometer	Ending Odometer	Destination
01/27/2020			Sioux Falls, SD

Reason for Travel:

Sioux Falls Farm and Home Show. work in SDDA Booth

Passengers:

Misty Moser

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto

116 Miles @ \$ _____ /per mile = \$ 0

- Meals: 0 Breakfast(s) @ \$ _____ = \$ 0

0 Lunch(s) @ \$ _____ = \$ 0

0 Dinner(s) @ \$ _____ = \$ 0

- Additional Expenses (taxi, parking, etc.):

Please list: _____ = \$ 0

- Lodging (Estimated number of nights): _____ = \$ 0

- Registration (Estimated cost): _____ = \$ 0

Total Cost Estimate: = \$ 0

Department Head designated mileage rate: \$ _____ /per mile



Department Head Signature

01/11/2021

Date

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Fw: Sioux Falls Farm Show Schedule

Misty Moser
Brookings County Weed & Pest Supervisor
520 3rd Street, Suite 210
Brookings, SD 57006

Office Phone # 605-696-8352
Cell Phone # 605-695-3299
Fax # 696-8208

From: Sievers, Brenda <Brenda.Sievers@state.sd.us>
Sent: Friday, January 8, 2021 2:44 PM
To: Misty Moser <MMoser@brookingscountysd.gov>; Codington County Weed <weed.codcoext@midconetwork.com>; Nathan Mueller <nathan.mueller@grantcountysd.us>; turnercoem@iw.net <turnercoem@iw.net>; Dennis Ganschaw <clayweed@outlook.com>; Phelps, Jeremiah <Jeremiah.Phelps@state.sd.us>; Kiel, Chad <Chad.Kiel@state.sd.us>; Darwin W Kurtenbach <dwk0301@gmail.com>
Subject: Sioux Falls Farm Show Schedule

The following is the work schedule for Sioux Falls:

Wednesday, January 27 – 9 am to 5 pm
Darwin Kurtenbach
Misty Moser

Thursday, January 28th – 9 am to 5 pm
Steve Molengraaf
Nathan Mueller
Chad Kiel & Jeremiah Phelps will be coming in during the day

Friday, January 29th – 9 am to 4 pm
Dennis Ganschaw (hopefully this day still works for you)
Jeremiah Phelps
Chad Kiel

Brad – I know you said you were only available on Wednesday or Thursday, so you can let me know which day will work best for you.

Please let me know if you have any conflicts or questions on the schedule.