

Travel/Education Request Form

Name(s) Michael Holzhauser

Department Veterans Affairs Position Veterans Service Officer

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
January 12, 2016			Pierre

Reason for Travel:

To accompany Brookings County Korean War veterans to the Ambassador Peace Medal presentation.

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
400 Miles \$ 0.42 /mile = \$ 168.00

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
1 Lunch @ \$ 9.00 = \$ 9.00
 _____ 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 = \$ 177.00

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

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


 Department Head Signature

12-30-15
 Date

Michael Holzhauser

From: Ricketts, Audry <Audry.Ricketts@state.sd.us>
Sent: Friday, November 20, 2015 12:19 PM
To: 'Amy Rose'; 'Aurora and Brule Counties'; 'Beadle Sanborn Counties'; 'Bennett County'; 'Bon Homme County'; Bowen, Kevin; Irene Pierce; Michael Holzhauser; 'Brown County'; 'Buffalo County and Crow Creek Tribe'; 'Butte County'; 'Caitlyn Engebretson'; 'Campbell County'; 'Charles Mix and Gregory Counties'; 'Cheyenne River Sioux Tribe'; 'Clark County'; 'Clay County'; 'Codington County'; 'Codington County Assistant'; 'Custer County'; 'Davison County'; 'Day County'; 'Deuel County'; 'Donald Thomson'; 'Douglas County'; 'Dusty Abrahamson (dusty.abrahamson@va.gov)'; 'Edmunds County'; 'Erin Brown'; 'Erin Bultje'; 'Fall River County'; 'Faulk County at Office'; Fette, John; Fowler, Ryan; Malimanek, Scott; 'Haakon and Jackson County'; 'Hamlin County'; 'Hand County'; 'Hanson County'; 'Harding County'; 'Harding County at Home'; 'Heather Henderson - federal'; Henderson, Heather; Huffmon, William; 'Hughes, Stanley and Sully Counties II'; 'Hughs, Stanley and Sully Counties I'; 'Hutchinson County'; 'Jerauld County'; 'Jerry Lemme'; 'Jones and Millette Counties'; Swanson, Kevin; 'Kingsbury County'; 'Krystal Magee'; 'Lake County'; 'Lawrence County'; 'Lincoln County'; 'Lyman County'; 'Marshall County'; 'McCook County'; 'McPherson County'; 'McPherson County'; 'Meade County'; 'Michael Maske'; 'Miner County'; 'Minnehaha County'; 'Moody County'; 'Oglala Lakota County'; 'Oglala Sioux Tribe'; Oliva, Steve; 'Pennington County - Purcell'; 'Pennington County - Tice'; 'Pennington County I'; 'Pennington County III'; 'Perkins County'; Pollard, Aaron; 'Roberts County'; 'Rosebud Sioux Tribe'; Olivier, Shane; 'Sisseton-Wahpeton Oyate'; Smith, Jeri; 'Spink County'; 'Standing Rock Sioux Tribe'; Steffen, Mathew; 'Todd Tripp Counties'; 'Turner County'; 'Union County'; 'Walworth County'; 'Warren Aas'; 'Yankton County'; 'Ziebach County'; Zimmerman, Larry
Subject: Ambassador Peace Medal

DATE: November 20, 2015
TO: County and Tribal Veterans Service Officers
FROM: Secretary Larry Zimmerman, South Dakota Department of Veterans Affairs
SUBJECT: Ambassador Peace Medal

As you know, our Department has been working with the Korean Consulate in an effort to recognize South Dakota's Korean War Veterans. We briefed on this issue during the August school but wanted to update you on some of the logistics

The Department of Veterans Affairs, the Governor, and the Korean Government will conduct a ceremony honoring our heroes at 2:30 pm on Tuesday, January 12, 2016. The program will be held in the rotunda of the Capitol and will be broadcast on Public TV, thus allowing those that can't make the trip to see the ceremony. At the same time that the medals are presented in Pierre, veteran leaders around the state will place medals on their local heroes that aren't able to make the trip to Pierre. We anticipate the program will last 45 minutes.

Opening Remarks/Emcee	SDDVA Secretary Larry Zimmerman
National Anthem of USA	(TBA)
Speaker	Governor Daugaard
Presentation of Ambassador Peace Medals	(all at the same time --- no names read)
National Anthem of Korea	(TBA)

Speaker

Representatives of the Ministry of Patriots and Veterans Affairs –
Republic of Korea (Message from President of Republic of Korea
SDDVA Secretary Larry Zimmerman

Closing Remarks

All veterans will be sent a formal invite in December --- the invite will explain that each veteran attending will have two reserved seats for the event and that seat can be used for a family member to present the medal to the veteran. Or if they wish we can assign a dignitary (legislator) to place the medal on them. If they opt for us to select/assign a dignitary they will then only have one seat assigned and family will have to sit elsewhere. With over 200 veterans attending the Pierre program, our reserved seating will utilize the rotunda and both the east and west wing on second floor.

Families will be able sit on third floor and first floor. First floor will have additional seating and monitors for viewing the program.

Parking in Pierre on the State campus during session is not good! We have secured some off-site parking and will be transporting veterans to the Capitol.

We hope to have all of the medals and certificates in our office by mid-December and will mail out these items to all CTVSOs to present or have someone present in their respective counties as the program is going on in Pierre.

Many of you are planning events in your local communities. Kudos and thanks!!!! Some of you are planning a six county event for this day. MAJOR KUDOS AND MAJOR THANKS!!!!

If you need the list of your Korean Veterans for your respective county/tribe/region, please get in contact with Audry and let her know what list you want.

Again, thank you for all your assistance on this project.

Audry Ricketts

SD Department of Veterans Affairs
(605) 773-8242 Work
Public Information Officer
Audry.Ricketts@state.sd.us
Soldiers and Sailors Building
425 E. Capitol
Pierre, SD 57501

Travel/Education Request Form

Name(s) Commissioners Jensen, Krogman, Miller, Pierce and Yseth

Department Commission Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
January 20, 2016			Pierre

Reason for Travel:

Brookings Day at the Legislature

Passengers: _____

Estimated Expenses:

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

•Meals: 5 Breakfast @ \$ 6.00 = \$ 30.00
5 Lunch @ \$ 11.00 = \$ 55.00
5 Dinner @ \$ 21.00 = \$ 105.00

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 = \$ 350.44

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

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


 Department Head Signature

12-29-15
 Date

Travel/Education Request Form

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

Department All Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
March			8-County Meeting Brookings Co
May			8-County Meeting Clark Co
August			8-County Meeting Lake Co
November			8-County Meeting Kingsbury Co

Reason for Travel:

8-County Meetings in 2016

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 _____ Miles \$ _____ /mile = \$ 0.00

•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: _____ Estimated Cost = \$ _____

Total Cost Estimate = \$ 0.00

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

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


 Department Head Signature

12-29-15
 Date