

Brookings County

# Travel/Education Request Form

Name(s) Chris Lilla, Jacob Brehmer

Department DOE Position Director/Deputy

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 19, 2016			Flandreau, SD

Reason for Travel: District quarterly meeting  
 Passengers:

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_ Miles @ \$ \_\_\_ per mile = \$ \_\_\_\_\_
- Meals:
  - \_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
  - 2 Lunch @ \$ 11.00 = \$ 22.00
  - \_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

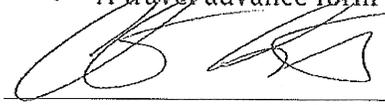
*Employees will not be reimbursed for meals that are included in the registration fee.*

- Additional Expenses (taxi, parking, etc):  
 Please list \_ \$ \_\_\_\_\_
- Lodging: \_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_
- Registration \_\_\_ Estimated cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ 22.00

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

- A travel advance form is attached to this request yes \_\_\_ no X

  
 \_\_\_\_\_  
 Department Head Signature

9/16/16 \_\_\_\_\_  
 Date

# Travel / Education Request Form

Name(s) Misty Moser

Department Weed & Pest Department Position(s) Supervisor

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
10-11 + 10-12			Aberdeen

Reason for Travel Mosquito Conference Aberdeen

Passengers Tim Bauer

**Estimated Expenses**

- Method of Travel:  County Vehicle  Private Auto
- 312 miles @ \$ \_\_\_ / per mile = \$ \_\_\_\_\_
- Meals:  Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Lunch @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Additional Expenses (taxi, parking, etc)  
Please list \_\_\_\_\_ = \$ \_\_\_\_\_
- Lodging: 1 night Estimated number of days/ nights = \$ 110.00
- Registration  Estimated cost = \$ \_\_\_\_\_
- Total Cost Estimate = \$ 110.00

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

Misty Moser Department Head Signature 9-16-16 Date

# Travel/Education Request Form

Name(s) Lee Ann Pierce

Department Commission Position Commissioner

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Oct. 26-27			Sioux Falls

### Reason for Travel:

South Dakota Planners Association Conference

Passengers: \_\_\_\_\_

### Estimated Expenses:

•Method of Travel:  County Vehicle  Private Auto  Air  
232 Miles \$ 0.42 /mile = \$ 97.44

•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: \$100 Estimated Cost = \$ 100.00

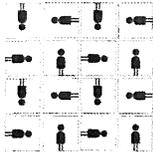
*Total Cost Estimate* = \$ 197.44

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

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

  
 Department Head Signature

9-27-16  
 Date



**SOUTH DAKOTA  
P L A N N E R S  
A S S O C I A T I O N**

**REGISTRATION FORM**

**2016 South Dakota Planner's Association Conference**

Wednesday October 26 and Thursday October 27, 2016

Holiday Inn City Centre, 100 West 8th Street, Sioux Falls, SD 57104

1-877-859-5095; SDPA Conference Room Rate is \$94.00

Online Booking is available via [www.ihg.com](http://www.ihg.com), Select the Holiday Inn City Centre.

Group Code is: SPA and Book by September 25 to be guaranteed the conference rate.

Name (one person per form) Lee Ann Pierce Email: lpierce@brookingscountysd.gov

Jurisdiction/Organization: Brookings County

Address: 520 3rd St. Ste. 310 Phone#: 696-8205 Fax # 696-8208

City: Brookings State: SD Zip: 57006

**Step 1 – Determine Registration Type:** *Includes breakfast, lunch and break refreshments both days.*

Non-SDPA members	\$100 <u>X</u>
SDPA members	\$ 80 <u>    </u>
Faculty/Student	\$ 70 <u>    </u>
One Day Registration	\$ 55 <u>    </u>

Indicate which day you will attend: Wed      Thurs       
*(one day registration rate is same for members and non-members)*

**Step 2 – List who will be attending the Wednesday Evening October 26<sup>th</sup> “Decision Maker’s Survival School” Presentation and Dinner (free for board members and SDPA members if RSVP’d below; See attached for description)**

Me <u>    </u> Elected and/or Appointed Officials Name (Print Please)	Jurisdiction Represented
_____	_____
_____	_____
_____	_____
_____	_____

**Step 3 – Check what meals you will be eating at the conference**

Wednesday AM Breakfast     

Wednesday Lunch X

Thursday AM Breakfast     

Thursday Lunch X

**Step 4– Mail this form and registration funds (checks payable to SDPA) to:**

Toby Brown, SDPA Secretary/Treasurer

c/o Lincoln County Planning and Zoning

104 N Main Street Suite 220

Canton, South Dakota 57013-1703; Phone Number: 605-764-2938; Fax Number: 605-764-6624



Again, this is a fabulous opportunity and all costs are covered by the NDCI.

Thanks again-

Molly

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**From:** Imani Cooper [mailto:icooper@nadcp.org]  
**Sent:** Monday, September 19, 2016 10:01 AM  
**To:** Ramlo, Molly  
**Cc:** Kristen Deutsch; Meghan Wheeler; Vanessa Price  
**Subject:** ADCPI - Mentor Court Site Visit

Good Morning -

Thank you for participating in the ADCPI training this year and your interest in visiting one of the Adult Mentor Courts. Your court has been selected to visit **Nez Perce County Drug Court in Nez Perce County, ID**. The National Drug Court Institute (NDCI) will fund up to eight (8) visitors from your jurisdiction. Costs covered include transportation, lodging, and meals. Airline tickets and hotel are paid for directly by NDCI with other expenses reimbursed upon completion of the visit. All funded visitors are required to complete a brief online evaluation upon their return and before reimbursement.

- (1) Please review the dates below to let us know if any of these will work for your team.** The dates listed are the days that the actual site visit would take place. The team would fly into Lewiston-Nez Perce County Regional Airport the day before the site visit and stay overnight in a hotel. The team would attend the site visit on the selected date and then fly back to their home jurisdiction that same evening. If flight times do not accommodate this, we may authorize the team to stay an additional night and fly back to their home jurisdiction the following morning.
  
- (2) Please list the eight members that will be attending as part of your Adult Drug Court team.** These individuals are also required to have participated in the ADCPI onsite training that took place April 18-20, 2016 in South Dakota. If there is an issue with fulfilling this requirement please contact me as soon as possible so that we can discuss options. Note that due to BJA funding restrictions, travel expenses **cannot** be covered for Federal employees. **Please respond by COB Friday September 26, 2016** with your selected date and team members that will be attending.

**Possible Dates for Mentor Court Visit:**

October 4  
December 6

**Members Attending:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

If you have any questions regarding the mentor court site visit please feel free to contact me.

Thank You,

***Imani Cooper***

Training Coordinator

NDCI - The Professional Services Branch of NADCP

1029 N. Royal Street Suite 201

Alexandria, VA 22314

Office 703-575-9419 Ext. 1880

Fax: 703-575-9402

[icooper@nadcp.org](mailto:icooper@nadcp.org)

NADCP is a 501(c)(3) organization dedicated to educating and offering technical assistance to Drug Court, DWI Court, and Veterans Treatment Court professionals. NADCP does not certify, accredit, investigate, supervise, or have any other authority over any Drug Court. NADCP does not and cannot offer legal advice, and NADCP cannot guarantee the privacy of the information you provide. Accordingly, please do not send us any confidential information. This email is intended for informational purposes only. Information you receive from NADCP is not intended to be a substitute for professional advice, including professional legal, health, and/or accounting advice or services. Please consult with an independent professional concerning your specific concerns.

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# Travel / Education Request Form

Name(s) Misty Moser

Department Weed + Pest Department Position(s) Supervisor

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
10-4-16			SDSU

Reason for Travel Pollinator Meeting @ SDSU. from 1-3pm October 4, 2016

Passengers 0

### Estimated Expenses

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ miles @ \$\_\_\_\_/per mile = \$ 0
- Meals:  Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Lunch @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Additional Expenses (taxi, parking, etc)  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_
- Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_
- Registration  Estimated cost = \$ \_\_\_\_\_
- Total Cost Estimate = \$ 0

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

Misty Moser Department Head Signature 9-29-16 Date