

Brookings County

# Travel / Education Request Form

Name(s): Sonia Mack

Department: Brookings County Extension Position(s): 4-H Youth Educator

| Date(s)          | Beginning Odometer | Ending Odometer | Destination   |
|------------------|--------------------|-----------------|---------------|
| 1/16, 2/18, 3/18 |                    |                 | Watertown, SD |
|                  |                    |                 |               |

**Reason for Travel:**

NE 4-H Educators Collaboration

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

306 Miles @ \$ 0.70 /per mile = \$ 214.20

Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00

0 Lunch(s) @ \$ 14.00 = \$ 0.00

0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

Lodging (Estimated number of nights): \_\_\_\_\_ = \$ \_\_\_\_\_

Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 214.20

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

*Sonia Mack*

Department Head Signature

1/14/26

Date

Brookings County

# Travel / Education Request Form

Name(s): Sonia Mack

Department: Brookings County Extension Position(s): 4-H Youth Educator

| Date(s)         | Beginning Odometer | Ending Odometer | Destination |
|-----------------|--------------------|-----------------|-------------|
| 2/4, 2/11, 2/18 |                    |                 | Toronto, SD |
| 2/20, 2/25      |                    |                 | Toronto, SD |

**Reason for Travel:**

Chicks in the Classroom Programming at Deubrook Elementary School

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

260 Miles @ \$ 0.70 /per mile = \$ 182.00

• Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00

0 Lunch(s) @ \$ 14.00 = \$ 0.00

0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

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

- Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 182.00

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

Sonia Mack  
Department Head Signature

1/14/26  
Date

Brookings County  
**Travel / Education Request Form**

Name(s): Sonia Mack

Department: Brookings County Extension Position(s): 4-H Youth Educator

| Date(s)         | Beginning Odometer | Ending Odometer | Destination |
|-----------------|--------------------|-----------------|-------------|
| 2/26, 3/5, 3/26 |                    |                 | Volga, SD   |
| 4/16, 4/30, 5/7 |                    |                 | Volga, SD   |

**Reason for Travel:**

In-school Programming at Cambridge Colony

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

180 Miles @ \$ 0.70 /per mile = \$ 126.00

- Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00

0 Lunch(s) @ \$ 14.00 = \$ 0.00

0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

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

- Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 126.00

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

Sonia Mack  
 Department Head Signature

1/14/26  
 Date

# Travel / Education Request Form

Name(s): Jacob Brehmer, Reid Squires, DeAnna Berke

Department: Equalization

Position(s): Director, Deputy, Appraiser

| Date(s)          | Beginning Odometer | Ending Odometer | Destination |
|------------------|--------------------|-----------------|-------------|
| January 29, 2026 |                    |                 | Howard, 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

\_\_\_\_\_ <sup>3</sup> Lunch(s) @ \$ 14.00 = \$ 42.00

\_\_\_\_\_ Dinner(s) @ \$ \_\_\_\_\_ = \$ 0.00

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

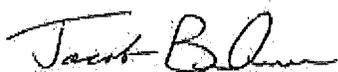
Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

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

- Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 42.00

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



Department Head Signature

1/8/2026

Date

District 5 Quarterly Meeting – Preliminary Agenda

Thursday, January 29<sup>th</sup>, 2026

Howard, SD

11:00 AM

-new employee introductions

-SB 216 Growth & 3% Cap

-intentions / market trends

-legislation

-upcoming education opportunities

# Travel / Education Request Form

Name(s): Ben Rentsch

Department: Weed & Pest Position(s): \_\_\_\_\_

| Date(s)                | Beginning Odometer | Ending Odometer | Destination     |
|------------------------|--------------------|-----------------|-----------------|
| February 17-22<br>2026 |                    |                 | Deadwood,<br>SD |
|                        |                    |                 |                 |

**Reason for Travel**

Weed & Pest conference 2026

**Passengers:**

Paul Johnson

**Estimated Expenses:**

○ Method of Travel:  County Vehicle  Private Auto  Beta Bus  
758 Miles @ \$ \_\_\_\_\_ /Per mile = \$ \_\_\_\_\_

● Meals: 0 Breakfast(s) @ \$ \_\_\_\_\_ = \$ 0 = \$ 0  
2 Lunch(s) @ \$ 14.00 = \$ 28.0  
4 Dinner(s) @ \$ 20.00 = \$ 80.00

● Additional Expenses (taxi, parking, etc.):  
 Please list: 0 = \$ 0

● Lodging (Estimated number of nights): 3 = \$ 594.00

● Registration (Estimated cost): 700.00 = \$ 700.00

**Total Cost Estimate:** = \$ 1,394.00

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

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

12-31-2025  
 \_\_\_\_\_  
 Date

**2026  
WEED AND PEST  
CONFERENCE AGENDA**

The Lodge at Deadwood  
100 Pine Crest Drive, Deadwood SD

**February 18, 2026  
Wednesday**

7:00-8:30 AM Registration  
8:30 AM Weed & Pest Commission Meeting1  
9:00 AM Weed & Pest Commission Meeting2  
  
NOON Lunch, Pine Crest Ballroom  
  
1:30 PM Supervisor's Training  
Pine Crest Ballroom  
1:35 PM Program Updates  
County W&P Supervisors  
2:15 PM SDSU Extension  
Eric Jones  
2:45 PM Program Updates  
Mike Stenson – USDA APHIS  
  
3:00 PM Break, Pine Crest Ballroom  
  
3:15 PM W&P Reports  
Jeremiah Phelps – SDDANR  
3:30 PM Program Updates  
Grace Bedford – SDDANR  
3:45 PM SDSU Extension  
Greig Reicks  
4:15 PM W&P Grant Information  
Brenda Sievers – SDDANR  
4:30 PM W&P Supervisor's Meeting  
SD W&P Supervisor's Association

*Dinner on your own*

5:30 PM Hospitality Room Open  
Executive Suite  
6:00 PM Assoc. Exec. Board Meeting

**February 19, 2026  
Thursday**

7:00- 8:00 AM Breakfast  
Registration, Pre-function  
  
Moderator: Nathan Jagim  
8:00 AM Welcome  
8:15 AM District Meetings  
8:45 AM Exhibitor Introductions  
9:30 AM Rangeview / Pasture Monitoring  
Craig Hossfeld – Envu  
  
10:00 AM Break – Visit Exhibitors  
10:30 AM Kahoot Trivia & Door Prize  
11:00 AM District 1 & District 2  
Weed Control Programs  
Chris Hemen – Brown County  
Jason McCubbin – Minnehaha Co.  
11:30 AM Play, Clean, Go / NAISMA  
Christie Millhouse  
NAISMA Executive Director  
  
Noon Lunch – Cottonwood Rooms  
  
Moderator: Ron Moehring  
1:00 PM Sanford Underground Research  
Facility – Wendy Straub  
1:30 PM EMT / First Aid  
Dustin Willett – Pennington County  
Emergency Management  
2:15 PM Nebraska Weed Control / BioControl  
Scott Erthum – Weed Superintendent  
& Nebraska BioControl Research Chair

3:00 PM Break - Visit Exhibitors  
3:30 PM Kahoot Trivia & Door Prize  
3:45 PM District 3 & District 4  
Weed Control Programs  
Brad Saltsman – Potter County  
Scott Guffey – Pennington County  
4:15 PM Consequences of Distracted &  
Impaired Driving  
Lt. Isaac Kurtz – SD Hwy. Patrol  
  
*Dinner on your own*  
  
5:30 PM Silent Auction Ends  
Hospitality Room Opens  
Executive Suite

**February 20, 2026  
Friday**

7:00-8:00 AM Breakfast  
Moderator: Tyler Page  
8:00 AM Annual Association Meeting  
Ron Moehring - President  
8:30 AM Ventanata Control in Montana  
Jane Mangold – Montana State  
University  
9:15 AM Managing Weeds in New Grassland  
Plantings  
Pete Bauman - SDSU  
  
9:45 AM Break - Last Chance to Visit  
Exhibitors & Thank Them  
  
10:15 AM Kahoot Trivia & Door Prize  
10:30 AM Forestry Update  
Dr. John Ball – SDSU / SDDANR  
  
Adjourn...on your own from here.

Brookings County

# Travel / Education Request Form

Name(s): Matt Pillar

Department: Commission

Position(s): VSO

| Date(s)  | Beginning Odometer | Ending Odometer | Destination      |
|----------|--------------------|-----------------|------------------|
| 3/1/2026 |                    |                 | Washington, D.C. |
| 3/4/2026 |                    |                 | Brookings, SD    |

**Reason for Travel:**

The American Legion - Washington Conference

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

NA Miles @ \$ \_\_\_\_\_ /per mile = \$ 0.00

- Meals: NA Breakfast(s) @ \$ \_\_\_\_\_ = \$ 0.00

NA Lunch(s) @ \$ \_\_\_\_\_ = \$ 0.00

NA Dinner(s) @ \$ \_\_\_\_\_ = \$ 0.00

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

Please list: NA = \$ \_\_\_\_\_

- Lodging (Estimated number of nights): 4 = \$ 826.00

- Registration (Estimated cost): NA = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 826.00

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

  
Department Head Signature

01/14/26  
Date

## Stacy Steffensen

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**From:** Matt Pillar  
**Sent:** Wednesday, January 14, 2026 2:00 PM  
**To:** Stacy Steffensen  
**Subject:** Washington Conference Travel Request  
**Attachments:** TRAVEL REQUEST - 2026 Washington Conference.pdf

Stacy,

The below forwarded email just shows that everything but the lodging will be covered by the Legion. It's the same conference I went to last year. I attached the travel request form!

## Matt Pillar

Brookings County Veterans Services  
520 3<sup>rd</sup> St., Suite 220  
(605) 696-8260

[mpillar@brookingscountysd.gov](mailto:mpillar@brookingscountysd.gov)

**Accreditation #52606**

Facebook: Brookings County Veterans Service Office

**From:** Matt Pillar <[mpillar1@hotmail.com](mailto:mpillar1@hotmail.com)>  
**Sent:** Wednesday, January 14, 2026 1:57 PM  
**To:** Matt Pillar <[mpillar@brookingscountysd.gov](mailto:mpillar@brookingscountysd.gov)>  
**Subject:** Fwd: Washington Conference Expense Report

Sent from my iPhone

Begin forwarded message:

**From:** Paul Evenson <[paevenson@aol.com](mailto:paevenson@aol.com)>  
**Date:** January 14, 2026 at 1:24:11 PM CST  
**To:** [mpillar1@hotmail.com](mailto:mpillar1@hotmail.com)  
**Subject:** Fwd: Washington Conference Expense Report

FYI

Sent from my iPhone

Begin forwarded message:

**From:** [paevenson@aol.com](mailto:paevenson@aol.com)  
**Date:** January 6, 2026 at 4:37:22 PM CST

**To:** Kevin Morello <[kmore29442@aol.com](mailto:kmore29442@aol.com)>  
**Subject:** Washington Conference Expense Report

Kevin

I assume you received your initial call-in letter which gave you the information to book your flight, hotel room and the dates authorized for the call-in. The following information is found in your call-in letter which says by clicking on MY CALL-IN LINK you can access your expense report. That was found at the bottom of your letter.

Paul

The national commander has authorized a meeting of the above group during the 2026 Washington Conference in DC. You are authorized to attend. Your authorized dates are shown above. This letter explains your reimbursement for attending and provides details as to where to find important documents and information.

Also please attend:

- \* Commander's Call – Monday afternoon, March 2
- \* National Commander's Rally – Tuesday morning, March 3
- \* Visit your Senator's or Congressman's office – Tuesday, March 3

Please click on the following link to confirm if you can attend:  
**MY CALL-IN LINK**

\* "My Call-In Link" will open a response page to provide your last name and membership ID number.

- You may then RSVP by clicking either "will attend" or "cannot attend." Your department contact will then receive an email indicating as such.

- The response page also has links to the following:

\* "Access Reference Materials" This link takes you to our Washington Conference webpage. Scroll down to the "Additional Resources" section at the bottom of the page, where you will find:

- "2026 Washington Conference Agenda" Please use use this link to see the time and location of your meeting so you can make flight and hotel arrangements.

- Hotel reservation link

- Dress code

- Emblem Sales information

\* "Complete Expense Report" - Use this to access our online expense report form. Questions on the expense report should be sent to Julio Pineda in the Finance Division -- [jpineda@legion.org](mailto:jpineda@legion.org).

If you accept, you are expected to attend all events for which you are called. If you cannot attend, use "My Call-In Link" to decline the call.

**COMPENSATION DETAILS**

To help offset your volunteer expenses for attending this meeting, compensation shall be:

- \* Per diem reimbursement shall be \$150 per day for the number of days shown above.
- \* In addition, two days travel per diem at \$50 per day (\$100 total).
- \* The national organization does not pay for your housing.

If you travel by air (or other commercial mode), reimbursement shall be:

- \* Mileage at .51 cents per mile round trip from home to airport (or reimbursement of transportation thereto, with receipt).
- \* Cost of airline round-trip ticket, not to exceed coach fare, from point of departure to Washington DC. - For lower airfares, you are strongly advised to book your flight 21 days or more prior to your arrival.
  - If you pay for the flight yourself, please provide a copy of ticket receipt with your expense report.
  - OR you can make your flight reservations, paid for by the Legion, through AAA Corporate Travel (instructions below). You then won't need to include your flight cost or receipt on your expense report for reimbursement.
- \* Reimbursement of airline baggage fees, not to exceed two bags.
- \* Payment of one round-trip cab/limo in Washington at the established rate (\$44 Reagan; \$70 Dulles, \$82 BWI) for reimbursement from airport to meeting location.

#### AAA Corporate Travel Instructions

The American Legion is using AAA Corporate Travel to assist with flights for authorized volunteer call-ins. Please call AAA Corporate Travel at 800-381-0971 or you may email [AmericanLegion@aca.aaa.com](mailto:AmericanLegion@aca.aaa.com). Please have the following items at hand to expedite processing:

- \* destination
  
- \* Change in Procedure: All Washington Conference reimbursement checks will now be issued in the Finance Office (not during your commission or committee meeting.) Please see the 2026 Washington Conference Agenda on our Washington Conference webpage for this location and times of operation – (meeting rooms change at times, so this will be the most recent information).
- \* Email Julio Pineda at [jpineda@legion.org](mailto:jpineda@legion.org) with questions about the expense report. If you prefer, you can ask Julio to email you an expense report that you can print, complete by hand, and return.
- \* DURING YOUR MEETING: You must answer the roll call to be reimbursed per this call letter. If you are delayed and arrive after the roll was called, you must notify the staff liaison before the meeting adjourns that you came in late and were in attendance.

You can return to MY CALL-IN LINK (above) at any time to access the expense report and the link to the Washington Conference webpage.

## **ADDITIONAL EXPENSE REPORT INFORMATION**

**\* Change in Procedure: All Washington Conference reimbursement checks will now be issued in the Finance Office (not during your commission or committee meeting.)** Please see the 2026 Washington Conference Agenda on our Washington Conference webpage for this location and times of operation – (meeting rooms change at times, so this will be the most recent information).

\* Email Julio Pineda at [jpineda@legion.org](mailto:jpineda@legion.org) with questions about the expense report. If you prefer, you can ask Julio to email you an expense report that you can print, complete by hand, and return.

\* **DURING YOUR MEETING:** You must answer the roll call to be reimbursed per this call letter. If you are delayed and arrive after the roll was called, you must notify the staff liaison before the meeting adjourns that you came in late and were in attendance.