

Travel / Education Request Form

Name(s): DJ Reker

Department Sheriffs Office.

Position(s) Deputy Sheriff

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
12/18/25			Aberdeen

Reason for Travel: Training

Passengers None

Estimated Expenses

- Method of Travel: County Vehicle Private Auto
 _____ miles @ \$____/per mile = \$ 30⁰⁰
- Meals: _____ Breakfast @ \$ _____ = \$ _____
 Lunch @ \$ 14.00 = \$ 14.00
 _____ Dinner @ \$ _____ = \$ _____
- Additional Expenses (taxi, parking, etc)
 Please list _____ = \$ —
- Lodging: _____ Estimated number of days/nights = \$ —
- Registration _____ Estimated cost = \$ —
- Total Cost Estimate = \$ 44.00

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

Martin Sanchez
Department Head Signature

12-29-25
Date

Jan. 6, 2026

Brookings County

Travel/Education Request Form

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

Department All Position

Travel/Education

Table with 4 columns: Date(s), Beginning Odometer, Ending Odometer, Destination. Row 1: Legislative Session, (blank), (blank), Pierre, SD.

Reason for Travel:

Travel during 2026 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: [X] County Vehicle [X] Private Auto [] Air
382 Miles \$ 0.67 /mile =\$ 255.94

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 =\$ 255.94

Department Head designated mileage rate: \$ /mile

A travel advance form is attached to this request [] Yes [] No

Ray Sellensen
Department Head Signature

12/11/25
Date

Jan 6, 2026

Brookings County

Travel/Education Request Form

Name(s) Commissioners & Department Heads (or designees)

Department All Position

Travel/Education

Table with 4 columns: Date(s), Beginning Odometer, Ending Odometer, Destination. Row 1: January 21, 2026, Pierre, SD.

Reason for Travel:

Brookings Day at the Capitol - Chamber Event

Passengers:

Estimated Expenses:

Method of Travel: [x] County Vehicle [x] Private Auto [] Air 382 Miles \$ 0.67 /mile =\$ 255.94

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 =\$ 255.94

Department Head designated mileage rate: \$ /mile

A travel advance form is attached to this request [] Yes [] No

Department Head Signature (Handwritten: Stacy Hellensen)

Date (Handwritten: 12/11/25)

Jan 6, 2026

Brookings County

Travel/Education Request Form

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

Department All Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
April, August, Nov.			Kingsbury, Hamlin, Moody Counties

Reason for Travel:

Sioux Valley Commissioners/10-County Meetings for 2026

Passengers:

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
100 Miles \$ 0.67 /mile = \$ 67.00

•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: \$14 Estimated Cost = \$ 14.00

Total Cost Estimate = \$ 81.00

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

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

Tracy Sellensen
Department Head Signature

12/11/25
Date

Brookings County

Travel / Education Request Form

Name(s): Kristen Witchey & Stacy Steffensen

Department: Commission

Position(s): HR Generalist & Commission Dept Dir.

Date(s)	Beginning Odometer	Ending Odometer	Destination
April 29 - May 1, 2026			Oacoma, SD

Reason for Travel:

2026 SoDak SHRM State Conference

Passengers:

Estimated Expenses:

- Method of Travel: County Vehicle Private Auto

_____ Miles @ \$ _____ /per mile = \$ 0.00

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

4 Lunch(s) @ \$ 14.00 = \$ 56.00

2 Dinner(s) @ \$ 20.00 = \$ 40.00

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

Please list: _____ = \$ _____

- Lodging (Estimated number of nights): 2 nights x 2 people = \$ 600.00

- Registration (Estimated cost): \$399 x 2 people = \$ 798.00

Total Cost Estimate:

= \$ 1,494.00

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



Department Head Signature

10/29/25

Date

Stacy Steffensen

From: Mary Jo Vance <event-noreply@whova.io>
Sent: Monday, December 22, 2025 2:17 PM
To: Stacy Steffensen
Subject: South Dakota State HR Conference Registration

Follow Up Flag: Follow up
Flag Status: Flagged



Hello! You are invited to
South Dakota SHRM State Conference



Date:

Apr 29 – May 1, 2026

Location:

Cedar Shores Resort
1500 Shoreline Drive, Oacoma, SD,
57365, US

REGISTER

Dear Stacy,

We would like to formally invite you to register for our event.

The South Dakota SHRM State Council is pleased to be hosting the 2026 South Dakota SHRM Conference at Cedar Shores in Oacoma, SD from April 30, 2026 to May 2, 2026.

In a time of rapid change, the call to lead with dignity has never been more urgent - or more powerful. This HR conference brings together visionary leaders, change-makers, and people-first professionals to explore how transformation can be driven with empathy integrity, and purpose.

What to Expect:

- **Inspiring Keynotes** from visionary and engaging thought leaders
- **Networking Opportunities** with peers who share your passion for people
- **Actionable Strategies** to elevate your HR practice and employ your workforce

Whether you are an HR professional, team lead, or culture champion, this conference will equip you with the tools and mindset to lead boldly - without compromising humanity.

Here's a few things to know:

- **Conference Dates:** Wednesday, April 29, 2026 to May 1, 2026
- **Location:** Cedar Shores Resort, Oacoma, SD
- **Agenda & Session Details:** Coming Soon!

Below is information about the hotels in the area:

- **Cedar Shores Resort** - \$124.00 per night (*Room Block will drop on March 30, 2026) - [Cedar Shore Resort and Conference Center - Reservations - Room Availability](#)
- **AmericInn** - \$110.00 per night [AmericInn - Chamberlain South Dakota - Home Page](#)
- **Baymont Inn** - \$115.00 per night (They offer a shuttle, no elevator) - [Baymont by Wyndham Oacoma - ReservationDesk.com](#)
- **Best Western Lee's Motor Inn** - \$120.00 per night - [Best Western Lee's Motor Inn - ReservationDesk.com](#)
- **Quality Inn** - \$89.00 per night - [Hotel in Oacoma, SD | Quality Inn Oacoma - Chamberlain | Maximize Your Vacation](#)

****Refund Policy:** Cancellations will receive a full refund until March 31st. Unable to attend? Consider sharing your ticket with a colleague.

South Dakota State SHRM Council