

Travel/Education Request Form

Name(s): DeAnna Berke

Department: Moody County Equalization

Position: Director

Travel/Education

<i>Date(s)</i>	<i>Destination</i>
May 23-27	Pierre, SD

Reason for Travel: Continuing education - school

Passengers: None

Estimated Expenses:

- Method of Travel: County Vehicle = \$ 100.00

- Meals:

_____ Breakfast @ \$6.00	= \$ 0.00
__5__ Lunch @ \$14.00	= \$ 70.00
__5_ Dinner @ \$20.00	= \$ 100.00

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

- Additional Expenses (taxi, parking, etc):
Please list _____ = \$ 0

- Lodging: Estimated number of days/ night 2 = \$420.00

- Registration \$360 ck#131544 6/15/2021 = Paid 6/15/21

- Estimated cost

Total Cost Estimate = \$690.00

DeAnna Berke, Director

April 20, 2022