

Travel/Education Request Form

Name(s): Alicia DeSchepper

Department: Zoning

Position: Zoning Administrator

Travel/Education

<i>Date(s)</i>	<i>Destination</i>
April 23 rd & 24 th	Aberdeen, SD

Reason for Travel: Floodplain Management Workshop

Passengers: None

Estimated Expenses:

- Method of Travel: County Vehicle = \$ 75.00

- Meals:

__0__ Breakfast @ \$6.00	= \$ 0.00
__2__ Lunch @ \$14.00	= \$ 28.00
__2__ Dinner @ \$20.00	= \$ 40.00

****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/nights 2 = \$ 270

- Estimated cost Registration = \$0

Total Cost Estimate = \$ 413