

Travel/Education Request Form

Name(s): Lori Crawford

Department: Equalization

Position: Deputy Director

Travel/Education

<i>Date(s)</i>	<i>Destination</i>
September 29 th – October 3 rd	Pierre, SD

Reason for Travel: 2025 Basics School

Passengers:

Estimated Expenses:

- Method of Travel: County Vehicle = \$ 60.00

- Meals: __5__ Breakfast @ \$6.00 = \$
 __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 5 = \$700.00
- Registration \$400 – Basics Course = \$400.00
- Estimated cost

Total Cost Estimate = \$1,330.00

DeAnna Berke, Director of Equalization

June 25, 2025