Out of State Travel/Training Request
Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: __Steve Corbeille_____Department: _Finance_____

Names of Employees Attending: ___Steve Corbeille, Karen Dorow and Barbara Hanson

Name of Training	Dates of Training	Location of Training
Springbrook User Conference	June 11-14	Portland, OR

Estimated cost of training	1,300
Estimated cost of travel	$ 1,800
Estimated cost of meals	$ 300
Estimated cost of accommodations	$ 2,325
Estimated cost of misc. expenses	$ 230 Please explain parking, transfers etc.
Total estimated cost	$ 4,100 includes offset for reimbursement for Finance Director

Requesting Supervisor/Manager Comments: ___The city has invested a substantial amount in the ERP software package and in an effort to maximize the full potential of the software ongoing training is essential. The Finance Director is President of the Springbrook National User Group and as such will receive reimbursement through this organization for his/her travel expenses. These amounts have been offset in the estimated total cost.

What are the objectives for the training? ___Learn about new features or to better understand the capabilities of the product to obtain the maximum functionality. To bring back ideas that can be shared via training sessions with other city workers.

How will this training be shared / implemented upon return? ___Training sessions will be established to share the information acquired with other city staff members.____

How will this training benefit the City? What is the return on the investment? ___From prior years results the number of city employees who receive training as the result of picking up new items form the conference has lowered the cost of the attendance to around less than $50 per participant. This training was instrumental in fully implementing the Licensing Module, which is now fully functional.

Supervisor Approval/Decline

Approved [X]   Declined [ ]   Reason for decline:_____

Supervisor/Manager Signature:_____ Dated: _12-28-18_

**Please attach any additional information you would like considered with this request

Travel to Springbrook User Conference
Portland, OR

June 11-12-13-14, 2019

Proposed Attendees:
Finance Director/Treasurer
DPI – Business Manager
Payroll Administrator

	Total Estimated Cost
Airfare	1,800.00
Lodging	2,025.00
Meals	300.00
Conference Fees	1,950.00
Transfers, parking etc.	230.00
Less: Subsidy for being SNUG Board President	(2,205.00)
Total Est Expense	4,100.00
Budgeted Amount	5,000.00

The City has a substantial investment in the Springbrook Software Suite.

There are several new key staff members who would benefit
from the training and relationships developed while attending the conference.

We conduct training sessions for other staff members, which leverages the
amount spent over more employees to receive a larger ROI.

2019 Budget Includes $5,000 for Travel within 1100-14500 Data Processing Account