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

Requesting Supervisor/Manager: _____     Department: _OPW_

Names of Employees Attending: _Jeremy Walvoord - Mike Sgarioto_

_____

| Name of Training | Dates of Training | Location of Training |
|---|---|---|
| faster Conference | Oct - 24, 26 | Virginia Beach |

| | |
|---|---|
| Estimated cost of training | $ 1,538.00 |
| Estimated cost of travel | $ 800.00 |
| Estimated cost of meals | $ 400.00 |
| Estimated cost of accommodations | $ 700.00 |
| Estimated cost of misc. expenses | $ ——— Please explain |
| Any anticipated overtime costs | $ ——— |
| Total estimated cost | $ 3,438.00  pending charges |

Requesting Supervisor/Manager Comments:
_Update & training on the faster computer system for myself & Mike._

What are the objectives for the training?
_up-dates on the latest computer program. for the mechanics shop._

How will this training be shared / implemented upon return?
_yes_

How will this training benefit the City?  What is the return on the investment?
_Make Mike & Myself more proficient on the faster system_

Supervisor Approval/Decline

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

Supervisor/Manager Signature: _____     Dated: _8-16-21_

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