

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 and To Be Determined (Clerical Support)

Name of Training	Dates of Training	Location of Training
Accela/Springbrook User Conference	July 18 – 21, 2017	Portland, OR

Estimated cost of training	\$ 1,000
Estimated cost of travel	\$ 1,300- 650= \$650
Estimated cost of meals	\$ 200 – 100=\$100
Estimated cost of accommodations	\$ 1,260 – 630= \$630
Estimated cost of misc. expenses	\$ 150-100=\$ 50 Please explain parking, transfers etc.
Total estimated cost	\$ 2,430

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 a Board Member for the Accela National User Group and as such will receive reimbursement through this organization for his/her travel expenses, except for the conference fee. These amounts are noted above as negative amounts and offset in the Total Estimated 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 Declined Reason for decline: _____

Supervisor/Manager Signature: [Signature] Dated: 5/1/17

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