

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

Requesting Supervisor/Manager: Dan Kostic Department: DPI

Names of Employees Attending: Jeremy Walwood - Mike Sgariso

Name of Training	Dates of Training	Location of Training
Gillig Bus Inspection	3 Days Between 1/23/14 - 2/15/19	Livermore, California

Estimated cost of training	\$ 20.00 per day	Rental Car 4 days
Estimated cost of travel	\$ 280.00 Each	Round trip
Estimated cost of meals	\$ 60.00 per Day per Guy	3 days
Estimated cost of accommodations	\$ 169.00 per Day	3 days
Estimated cost of misc. expenses	\$	Please explain
Total estimated cost	\$ 2,026.00	

Requesting Supervisor/Manager Comments:

What are the objectives for the training?

Inspect the New Transit Buses at the Gillig Factory to insure they are built to spec.

How will this training be shared / implemented upon return?

We will update all the shop mechanics on all updates to the New Buses upon return.

How will this training benefit the City? What is the return on the investment?

This inspection will ensure that the Buses are built to the City of Manassas specifications.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature:  Dated: 1-4-19

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