

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

Requesting Supervisor/Manager: Jeremy Walvoord Department: DPI

Names of Employees Attending: Jeremy Walvoord

Michael Sgaroto

Name of Training	Dates of Training	Location of Training
FASTER User Training Conference	March 22 - March 25th, 2020	Virginia Beach, VA

Estimated cost of training	\$ 1,330
Estimated cost of travel	\$ 1,054
Estimated cost of meals	\$ 200
Estimated cost of accommodations	\$ 900
Estimated cost of misc. expenses	\$ 250 Please explain Car rental, parking, mileage, etc.
<b>Total estimated cost</b>	<b>\$ 3,734 (Budget = \$4,000)</b>

**Requesting Supervisor/Manager Comments:**

FASTER is the software used for vehicle maintenance, parts inventory for police, fire, transit, city and MPU vehicles and warranty information.  
This conference is essential for learning ways to gain efficiencies in operations, collaborating with other fleet professionals and better utilize our system.

**What are the objectives for the training?**

Jeremy is new to FASTER and this will give him the opportunity to network and ask questions to the FASTER staff. Personnel will attend job specific tracks and bring back knowledge to share with users.

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

Personnel will bring back knowledge they learn and have training to share what was learned with all users of the software.

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

We will be knowledgeable and efficient about the software, evaluate streamlining processes and work to reduce paperwork and data entry time.  
We will also look at ways to help reduce parts inventories and make valuable connections with other fleet professionals.

**Supervisor Approval/Decline**

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 1-31-20

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