

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

Requesting Supervisor/Manager: Jeremy Walvoord

Names of Employees Attending: Shawn Wagner, Jason Richardson,  
Brad Rusbolt , William Stalvey

Department:  
Dept of Public Works

Name of Training	Dates of Training	Location of Training
Sewer Equipment of America 900ECO	March 6,7 2024	Indianapolis Indiana.

Estimated cost of training	\$ 0 Free
Estimated cost of travel	\$ <i>Fuel \$100 max</i>
Estimated cost of meals	\$ 50 per day per Guy \$ 400.00 total
Estimated cost of accommodations	\$ <i>278.00 for 2 Rooms</i>
Estimated cost of misc. expenses	\$ <i>—</i>
Estimated cost of overtime	\$ 0 unless there is a snow storm when guys return on friday 3/8/24

**Estimated total: \$ 5e+23**

If applicable, what are the misc. expenses for?

*None*

Requesting Supervisor/Manager Comments:

This training is for the City's new Combo Vac/jetter sewer truck

What are the objectives for the training?

Operator Training, Equipment Setup, Routine Maintenance & Troubleshooting

How will this training be shared/implemented upon return? How will this training benefit the City?

Yes. the training will be shared with the other DPW staff that run the sewer truck, Brad and William will relay all learned information to the other mechanics.

Supervisor Approval/Decline

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

Supervisor/Manager Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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