29

Request for City Council Committee Action
From the Finance Department

Date: October 8, 2004
To: Ways and Means Committee
Referral to: Council Member Barbara Johnson, Chair

Subject: Travel quarterly report
Recommendation
Receive and file
Previous Directives
Prepared or Submitted by: Bonnie Ybarra, Account-Clerk II, 3265

Approved by: Patrick Born, City Finance Officer _____

John Moir, City Coordinator _____

Presenters in Committee: Patrick P. Born

Financial Impact (Check those that apply)
__X_ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

___ Action requires an appropriation increase to the Capital Budget
___ Action requires an appropriation increase to the Operating Budget
___ Action provides increased revenue for appropriation increase
___ Action requires use of contingency or reserves
___ Other financial impact (Explain):

___Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)
__Neighborhood Notification
__City Goals
__Comprehensive Plan
__Zoning Code
__Other

__Not applicable

Background/Supporting Information Attached
In accordance with City Travel regulations, the 3rd quarter 2004 Travel Expense Report is being submitted.
City employees traveled on 125 trips through September 30, 2004 utilizing 472.50 workdays. This activity is being compared to 56 trips using 266 workdays in the 3rd quarter of 2003.

DATE: 10/08/04

TRAVEL REPORT - SUMMARY FOR 3 QUARTER 2004

DEPARTMENT NAME	PERIOD	TOTAL DAYS	WORK DAYS	EXPENSE	TRIP COUNT
ASSESSOR	Qtr 3 2004	9.0	6.0	2,224.27	2
ATTORNEY	Qtr 3 2004	1.0	1.0	124.87	1
BUSINESS INFORMATION SVCS	Qtr 3 2004	57.0	48.0	18,575.94	15
CITY COUNCIL	Qtr 3 2004	5.0	5.0	721.64	2
CONVENTION CENTER	Qtr 3 2004	54.0	37.0	18,237.23	11
COORDINATOR	Qtr 3 2004	29.0	21.0	5,272.52	7
FINANCE	Qtr 3 2004	39.0	34.0	7,255.18	10
FIRE	Qtr 3 2004	97.0	76.0	7,628.91	11
HEALTH & FAMILY SUPPORT	Qtr 3 2004	23.0	15.0	5,605.94	6
HUMAN RESOURCES	Qtr 3 2004	9.0	8.0	1,222.79	2
INTERGOVT'L RELATIONS	Qtr 3 2004	2.5	2.5	845.93	1
OPERATION/REGULATORY SVCS	Qtr 3 2004	29.0	23.0	6,621.54	8
POLICE	Qtr 3 2004	146.0	111.0	30,414.20	28
PUBLIC WORKS	Qtr 3 2004	111.0	85.0	37,160.64	21
		611.5	472.5	141,911.60	125

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
ASSESSOR				
KENDALL, JEFF	USER CONFR			
08/18 - 08/22/2004	MONTREAL, CANADA	5.0	3.0	1,803.62
THOMPSON, VALERIE	MAAO CONFR			
09/19 - 09/22/2004	DULUTH, MN	4.0	3.0	420.65
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TOTAL FOR ASSESSOR		9.0	6.0	$2,224.27
ATTORNEY				
SKARDA, TIMOTHY	COURT ORDER SETTLEMENT CONFR IN FEDERAL CIVIL RIGHTS LAWSUIT			
06/16 - 06/16/2004	DULUTH, MN	1.0	1.0	124.87
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TOTAL FOR ATTORNEY		1.0	1.0	$124.87
BUSINESS INFORMATION SVCS				
BECK, WILLIAM	ACCELA CXO CONFR			
07/18 - 07/20/2004	PHILADELPHIA, PA	3.0	2.0	1,667.93
BENISHEK, MARK	ESRI INTERNATIONAL CONFR			
08/08 - 08/13/2004	SAN DIEGO, CA	6.0	5.0	1,220.53
BOWEN, SHELLEY	ACCELA USER CONFERENCE			
07/17 - 07/22/2004	SAN FRANCISCO, CA	6.0	4.0	1,783.92
DALTON, JULIE	MANAGED SERVICE CENTER OVERVIEW MEETING			
09/16 - 09/17/2004	SALT LAKE CITY, UT	2.0	2.0	755.12
KAISER, KARL	UNISYS PINNACLE CLUB RETREAT			
06/15 - 06/18/2004	NEW YORK CITY, NY	4.0	4.0	961.20
KAISER, KARL	EVEREST GROUP & JONES DAY EXCLUSIVE EXECUTIVE SEMINAR			
09/01 - 09/03/2004	NEW YORK, NY	3.0	3.0	1,685.78
KILKSON, EERO	VERITY REGIONAL USER GROUP & TAXANOMY SEMINAR			
04/12 - 04/14/2004	CHICAGO, IL	3.0	3.0	720.01
LARKEY, NANCY	IT CONTRACT MANAGEMENT			
07/21 - 07/22/2004	NEW YORK, NY	2.0	2.0	845.94
LARSON, PAMELA	2004 PEOPLESOFT CONNECT CONFR			
09/20 - 09/24/2004	SAN FRANCISCO, CA	5.0	5.0	2,847.84
MEYER, MARY	MEETING FOR MANAGED SERVICES CENTRE OVERVIEW			
09/16 - 09/17/2004	SALT LAKE CITY, UT	2.0	2.0	722.12
NAUGHTON, ERIN	ESRI INTERNATIONAL USER CONFR			
08/08 - 08/13/2004	SAN DIEGO, CA	6.0	5.0	1,680.80

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
PARKER, DEBRA	VERITY REGIONAL GROUP & TAXONOMY SEMINAR			
04/12 - 04/14/2004	CHICAGO, IL	3.0	3.0	259.70
SPURRIER, JOHN	GOVERN USER CONFR			
08/18 - 08/22/2004	MONTREAL, CANADA	5.0	3.0	1,704.40
WILLENBRING, LYNN	2004 ESRI INTERNATIONAL USER CONFR			
08/06 - 08/10/2004	SAN DIEGO, CA	5.0	3.0	981.30
WILLENBRING, LYNN	MANAGED SERVICES CENTRE OVERVIEW MEETING			
09/16 - 09/17/2004	SALT LAKE CITY, UT	2.0	2.0	739.35
TOTAL FOR BUSINESS INFORMATION SVCS		57.0	48.0	$18,575.94
CITY COUNCIL				
JOHNSON-LEE, NATALIE	COMMUNITY HEALTH CONFR			
09/22 - 09/23/2004	BREEZY POINT, MN	2.0	2.0	121.64
SCHIFF, GARY	NATL RAIL CONFR			
09/17 - 09/21/2004	LOS ANGELES, CA	3.0	3.0	600.00
TOTAL FOR CITY COUNCIL		5.0	5.0	$721.64
CONVENTION CENTER				
BARR, GERALD JACK	INTERNATIONAL ASSOC OF ASSEMBLY MANAGERS MEETINGS			
05/22 - 05/25/2004	MADISON, WI	4.0	2.0	637.55
CARLSON, LANE	OBELBAY PUBLIC ASSEMBLY FACILITY MGMNT SCHOOL			
06/05 - 06/11/2004	WHEELING, WV	7.0	5.0	2,176.94
HART, ERIC	IAAM SENIOR EXECUTIVE SYMPOSIUM			
06/25 - 06/29/2004	ITACA, NY	5.0	3.0	2,291.05
HART, ERIC	IAAM CONFERENCE			
07/23 - 07/26/2004	RENO, NV	4.0	2.0	1,512.43
HICOK, KURT	JLG INDUSTRIES INC/TRAIN THE TRAINER PROGRAM			
07/26 - 07/30/2004	CHAMBERSBURG, PA	5.0	5.0	2,047.49
KURIGER, GRETCHEN	OGELBAY PUBLIC ASSEMBLY FACILITY MGMNT SCHOOL			
06/05 - 06/11/2004	WHEELING, WV	7.0	5.0	1,833.95
LAFFERTY, JOHN	SEMINAR			
05/22 - 05/25/2004	MADISON, WI	4.0	2.0	637.55
LARSON, CHRIS	IAAM SENIOR EXECURIVE SYMPOSIUM			
06/25 - 06/25/2004	ITHACA, NY	5.0	3.0	2,386.89

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
LARSON, CHRIS	IAAM CONFR			
07/23 - 07/26/2004	RENO, NV	4.0	2.0	1,501.89
RASMUSSEN, RANDY	JLG INDUSTRIES INC/TRAIN THE TRAINER PROGRAM			
07/26 - 07/30/2004	CHAMBERSBURG, PA	5.0	5.0	1,780.28
WELLER, TIANA	EDUCATIONAL & PLANNING VISIT FOR MICROSOFT WORLD PARTNERS CONFR			
07/08 - 07/11/2004	TORONTO, CN	4.0	3.0	1,431.21
TOTAL FOR CONVENTION CENTER		54.0	37.0	$18,237.23
COORDINATOR				
DEJUNG, JOHN	NATL EMERGENCY NUMBER ASSOC TRAINING & CONFR			
06/12 - 06/17/2004	TAMPA, FL	6.0	3.0	1,744.93
DONOHOE, THOMAS	PLANT EQUIPMENT FOCUS GROUP			
07/10 - 07/14/2004	TEMEVULA, CA	5.0	3.0	923.56
FALLON-BONNICK, SUE	APCO REGIONAL MEETING			
04/20 - 04/24/2004	RAPID CITY, SD	5.0	4.0	566.44
KRAMER, MARY	ALA CONVENTION			
06/28 - 06/29/2004	ORLANDO, FL	2.0	2.0	56.00
MCPHERSON, CHRISTINE	PLANT EQUIP FOCUS GROUP			
07/10 - 07/14/2004	TEMECULA, CA	5.0	3.0	777.28
MOIR, JOHN	MCMA CONFR			
05/12 - 05/14/2004	BRAINARD, MN	3.0	3.0	214.09
MOIR, JOHN	LCEF CONFERENCE			
07/09 - 07/18/2004	EDMONTON, CANADA	3.0	3.0	990.22
TOTAL FOR COORDINATOR		29.0	21.0	$5,272.52
FINANCE				
ABELN, MICHAEL	ADVANCED GOVERNMENT FINANCE INSTITUTE			
07/18 - 07/23/2004	MADISON, WI	5.0	5.0	212.68
ABELN, MICHAEL	GFOA CONFR			
09/22 - 09/24/2004	ALEXANDRIA, MN	3.0	3.0	518.13
BORN, PATRICK	GOVT FINANCE OFFICERS ASSOCIATION 98TH ANNUAL CONFR			
06/11 - 06/15/2004	MILWAUKEE, WI	5.0	4.0	1,432.95
DUNNING, MARY	GFOA ANNUAL CONRF			
06/13 - 06/16/2004	MILWAUKEE, WI	4.0	3.0	659.58

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
ELLIOT, CHARLES	MN GFOA CONFR			
09/22 - 09/24/2004	ALEXANDRIA, MN	3.0	3.0	157.60
GUNSELL, WARNER	MN GFOA CONFR			
09/22 - 09/24/2004	ALEXANDRIA, MN	3.0	3.0	420.88
MATHEWS, ANN	MN GFOA CONFR			
09/22 - 09/24/2004	ALEXANDRIA, MN	3.0	3.0	410.88
SPENCER, TERRI	GFOA CONFR			
06/12 - 06/16/2004	MILWAUKEE, WI	4.0	3.0	1,128.80
THOMPSON, JANET	MN GFOA CONFR			
09/22 - 09/24/2004	ALEXANDRIA, MN	3.0	3.0	450.88
WARNBERG, GARY	NATL INSTITUTE OF GOVT PURCHASING CONFR			
08/06 - 08/12/2004	GULFPORT/BILOXI, MS	6.0	4.0	1,862.80
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TOTAL FOR FINANCE		39.0	34.0	$7,255.18
FIRE				
ANDERSON, DEAN	INSPECTION OF A RIG UNDER CONSTRUCTION			
09/14 - 09/14/2004	APPLETON, WI	1.0	1.0	0.00
BATES, GORDON	MANAGEMENT OF FIRE PREVENTION PROGRAMS CLASS			
07/25 - 08/06/2004	EMMITSBURG, MD	13.0	10.0	260.00
CLACK, JAMES	FIRE RESCUE INTERNATIONAL CONFR			
08/09 - 08/13/2004	NEW ORLEANS, LA	5.0	5.0	1,716.44
CRAIGIE, SCOTT	CLASS:PARTNER FOR F DEF & EMERG SERV PLN			
08/22 - 09/03/2004	EMMITSBURG, MD	13.0	10.0	207.00
DICK, JOHN	NATL INCID REPORT SYS PROG MGMT CLASS			
06/13 - 06/25/2004	EMMITSBURG, MD	13.0	10.0	207.00
HILLMEYER, TIM	NATL F INCID REPORT SYSTEM PROG MGMNT CLASS			
06/13 - 06/25/2004	EMMITSBURG, MD	13.0	10.0	207.00
LEE, WALTER	FIRE RESCUE INTERNATIONAL CONFR			
08/09 - 08/14/2004	NEW ORLEANS, LA	6.0	5.0	2,057.65
LEE, WALTER	INSPECTION OF A RIG UNDER CONSTRUCTION			
09/14 - 09/14/2004	APPLETON, WI	1.0	1.0	633.38
LEMON, KRISTINA	CLASS INTERPERSONAL DYNAMICS IN FIRE SVC ORG			
08/22 - 09/03/2004	EMMITSBURG, MD	13.0	10.0	207.00
SCHMOLL, BRADLEY	MGMT OF FIRE PREV PROGRAMS CLASS			
07/25 - 08/06/2004	EMMITSBURG, MD	13.0	10.0	207.00

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
STEINHILBER, TODD	2004 OMEGA USER & TRAINING CONFR			
09/21 - 09/26/2004	SAN DIEGO, CA	6.0	4.0	1,926.44
TOTAL FOR FIRE		97.0	76.0	$7,628.91
HEALTH & FAMILY SUPPORT				
DAY-ASPINWALL, CARRIE	STATE WEED & SEED COORDINATOR'S MEETING			
06/22 - 06/23/2004	MAHNOMEN & CASS LK, MN	2.0	2.0	310.62
HARRISON, PATRICIA	MALE REPRODUCTIVE HEALTH GRANT SEMIANNUAL MEETING			
06/27 - 06/30/2004	DALLAS, TX	4.0	3.0	1,323.94
HOWARD, JANET	CITY MATCH LEADERSHIP CONFR			
09/10 - 09/14/2004	PORTLAND, OR	5.0	3.0	1,222.21
JOHNSON, DAVID	MALE REPORDUCTIVE HEALTH GRANT SEMIANNUAL MEETING			
06/27 - 06/30/2004	DALLAS, TX	4.0	3.0	1,326.87
MUSICANT, GRETCHEN	INTERVIEW CDC PREVENTION SPECIALISTS			
06/11 - 06/13/2004	ATLANTA, GA	3.0	1.0	448.88
RAK, DAVID	INFORMATION GATHERING AS RELATED TO HUD LEAD OUTREACH GRANT			
06/19 - 06/23/2004	ORLANDO, FL	5.0	3.0	973.42
TOTAL FOR HEALTH & FAMILY SUPPORT		23.0	15.0	$5,605.94
HUMAN RESOURCES				
CORDES, MARCY	MPELRA CONRERENCE			
08/18 - 08/20/2004	ALEXANDRIA, MN	3.0	3.0	111.75
PERRY, DIANE	PEOPLESOFT CONNECT CONFR			
09/19 - 09/24/2004	SAN FRANCISCO, CA	6.0	5.0	1,111.04
TOTAL FOR HUMAN RESOURCES		9.0	8.0	$1,222.79
INTERGOVT'L RELATIONS				
BOWER, MATTHEW	MGMNT CONCEPTS GRANTS MGMNT TRAINING			
07/05 - 07/07/2004	WASHINGTON, DC	2.5	2.5	845.93
TOTAL FOR INTERGOVT'L RELATIONS		2.5	2.5	$845.93

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
OPERATION/REGULATORY SVCS				
BOOTES, CHERI	RESEARCH/REVIEW CITY'S DEVELOPMENT REVIEW CTR			
05/25 - 05/27/2004	PHOENIX, AZ	2.0	2.0	571.58
BOOTES, CHERI	PRESENTATION AT CXO SUMMIT 2004			
07/17 - 07/20/2004	SAN FRANCISCO, CA	4.0	2.0	906.67
CERVANTES, RICARDO	HUD GRANTEE CONFR ON LEAD PREVENTION & HEALTH HOMES			
06/20 - 06/23/2004	ORLANDO, FL	4.0	3.0	820.17
COLGROVE, NATHAN	ACELA USERS CONFERENCE			
07/17 - 07/22/2004	SAN FRANCISCO, CA	6.0	4.0	2,028.95
KEYES, MARKEETA	XRF NITON TRAINING			
06/07 - 06/08/2004	MILWAUKEE, WI	2.0	2.0	311.54
LARSON, MERWYN	UPDATE OF IRC & IBC CONFR			
07/14 - 07/15/2004	BREEZY POINT, MN	2.0	2.0	386.08
SMESTAD, LISA	ATTEND HUD GRANTEE CONFR			
06/20 - 06/24/2004	ORLANDO, FL	5.0	4.0	987.18
SMITH, WILLIAM	ICC CODE HEARINGS			
05/17 - 05/20/2004	KANSAS CITY, KS	4.0	4.0	609.37
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TOTAL FOR OPERATION/REGULATORY SVCS		29.0	23.0	$6,621.54
POLICE				
ALLEN, ROBERT	RESPONSE TO TERRORISM TRAINING			
07/22 - 08/01/2004	TEL AVIV, ISRAEL	11.0	7.0	7,011.84
BELLENDIER, RONALD	TASER SUMMIT			
08/16 - 08/17/2004	WASHINGTON, DC	2.0	2.0	1,568.66
DEJUNG, JOHN	INTERNATL APCO CONFR			
08/08 - 08/13/2004	MONTREAL, QUEBEC	6.0	5.0	2,033.26
EDWARDS, LEE	FBI NATL ACADEMY ASSOC 2004 CONFR			
07/24 - 07/29/2004	KANSAS CITY, MO	6.0	4.0	869.96
EIBON, PATRICIA	AUTOMATED PAWN SYSTEM TRAINING FOR MOORHEAD INVESTIGATORS			
08/11 - 08/12/2004	MOORHEAD, MN	2.0	2.0	100.23
GAFFNER, JOHN	DYNAMIC IMAGING USERS CONFR			
06/22 - 06/23/2004	ST CLOUD, MN	2.0	2.0	106.83
HAFVENSTEIN, PHILIP	MAJOR CITY CHIER'S FINANCIAL MANAGERS CONFR			
08/01 - 08/05/2004	RENO, NV	5.0	4.0	923.34
HAFVENSTEIN, PHILIP	NATL ASSOC OF PROPERTY RECOVERY INVESITATORS CONFR			
08/15 - 08/19/2004	NEW ORLEANS, LA	5.0	4.0	1,212.51

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
HAFVENSTEIN, PHILIP	PRESENT WORKFORCE DIRECTOR TO ORANGE COUNTY SHERIFFS DEPT			
09/15 - 09/17/2004	ORANGE, CA	3.0	3.0	719.89
HAFVENSTEIN, PHILIP	TRAIN MOORHEAD PD AND OTHER REGIONAL APS USERS			
08/11 - 08/12/2004	MOOREHEAD, MN	2.0	2.0	103.30
HENDRICKSON, THOMAS	MN CHIEFS OF POLICE EXEC TRAINING INST			
04/20 - 04/21/2004	ST CLOUD, MN	2.0	2.0	120.36
HENDRICKSON, THOMAS	AUTOMATED PAWN SYSTEM			
06/10 - 06/11/2004	DULUTH, MN	2.0	2.0	92.34
HUMMEL, MELISSA	AFTE CONFR			
05/22 - 05/29/2004	VANCOUVER, BC	8.0	5.0	1,996.02
KVELLAND, COLEN	H & K ARMORER TRAINING SCHOOL			
08/08 - 08/14/2004	STERLING, VA	7.0	5.0	1,270.34
MILLER, JEFFREY	CAN-AM NARCOTICS TRAINING			
05/26 - 05/28/2004	NISSWA, MN	3.0	3.0	262.00
MONTGOMERY, MARK	POLICE MOTORCYCLE INSTRUCTOR TRAINING COURSE			
08/01 - 08/21/2004	JOLIET, IL	20.0	15.0	3,538.49
MURPHY, JOHN	ANNUAL ATF EXPLOSIVES DETECTION RE-CERTIFICATION			
06/19 - 06/23/2004	FRONT ROYAL, VA	5.0	3.0	521.40
NELSON, JODY	DEMO OF WORKFORCE DIRECTOR TO MAJOR CITIES FBI BUDGETARY GROUP			
08/02 - 08/04/2004	RENO, NV	3.0	3.0	581.75
PEDERSEN, MARY ANN	AUTOMATED TAWN SYSTEM TRAINING FOR MOORHEAD INVESTIGATORS			
08/11 - 08/12/2004	MOORHEAD, MN	2.0	2.0	91.47
PEDERSEN, MARYANN	MN CHIEFS OF POLICE CONVENTION			
04/19 - 04/20/2004	ST CLOUD, MN	2.0	2.0	73.92
REECE, TAMI	TRAINING			
09/11 - 09/16/2004	MONTREAL, CANADA	6.0	4.0	1,395.01
WAGENPFEIL, OTTO	HOMELAND SECURITY CONFR & EQUIPMENT EXPO			
07/27 - 07/30/2004	WASHINGTON, DC	4.0	4.0	1,249.72
WARNBERG, KENT	CASE INVESTIGATION			
07/06 - 07/08/2004	INDIANAPOLIS, IN	3.0	3.0	416.85
WARNBERG, KENT	CASE INVESTIGATION			
06-11 - 06/13/2004	ST LOUIS, MO	3.0	1.0	938.06
WEBER, NANCE	INTNL ASSOC OF LAW ENFORCEMENT PLANNERS			
09/19 - 09/24/2004	CHICAGO, IL	6.0	5.0	282.40
WEINBERGER, PAUL	ESRI USER CONFR			
08/08 - 08/13/2004	SAN DIEGO, CA	6.0	5.0	1,200.72

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
WICKELGREN, STEVEN	ANNUAL NLETC SEMINAR			
07/17 - 07/25/2004	KANSAS CITY, MO	9.0	5.0	1,358.13
WULFF, DANIEL	TRAINING WITH ISRAEL POLICE ON HANDS TRAINING			
07/22 - 08/01/2004	TEL AVIV, ISRAEL	11.0	7.0	375.40
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TOTAL FOR POLICE		146.0	111.0	$30,414.20
PUBLIC WORKS				
ABOUAISH, YASSER	TOUR/INSPECT MEMBRANE PLANTS & MFG. FACILITIES			
02/06 - 02/17/2004	U.K & NETHERLANDS	9.0	8.0	3,599.84
ABOUAISH, YASSER	AMERICAN WATER WORKS ASSOC CONFR			
06/11 - 06/17/2004	ORLANDO, FL	7.0	5.0	2,536.69
COLE, LARRY	AMERICAN WATER WORKS ASSOC CONFR			
06/12 - 06/17/2004	ORLANDO, FL	6.0	4.0	1,198.93
COLLIN, STEVEN	2004 APWA CONFR			
09/11 - 09/15/2004	ATLANTA, GA	5.0	3.0	1,600.04
CRUMLEY, STEVE	MAXIMO TRAINING FOR WORKFLOW MODULE			
05/22 - 05/28/2004	BEDFORD, MA	7.0	5.0	3,676.17
FINK, ROGER	SPARTAN FIRE TRUCK TRAINING CONFR			
07/31 - 08/05/2004	BATTLE CREEK, MI	6.0	5.0	1,055.72
HALL, LARRY	SPARTAN FIRE TRUCK TRAINING CONFR			
07/31 - 08/05/2004	BATTLE CREEK, MI	6.0	5.0	813.87
KENNEDY, MIKE	APWA CONFR			
09/11 - 09/15/2004	ATLANTA, GA	5.0	3.0	1,629.04
KRAMER, ADAM	AMERICAN WATER WORKS ASSOC CONFR			
06/11 - 06/17/2004	ORLANDO, FL	6.5	4.0	1,984.14
KULP, JOHN	AWWA SECURITY HARDWARE			
05/04 - 05/07/2004	DENVER, CO	3.0	3.0	958.41
LEAHY, LAWRENCE	SECURITY HARDWARE SEMINAR			
05/04 - 05/07/2004	DENVER, CO	2.5	2.5	527.03
LEITSCHUH, JOHN	CURB MACHINE SCHOOL			
04/04 - 04/08/2004	IDA GROVE, IL	4.5	4.0	216.84
MACINTYRE, KELLY	ASCE COURSE DESIGN & CONSTRUCTION OF TUNNELS			
06/08 - 06/11/2004	MILWAUKEE, WI	3.0	3.0	1,912.10
RING, JIM	MAXIMO TRAINING FOR WORKFLOW MODULE			
05/22 - 05/28/2004	BEDFORD, MA	7.0	5.0	3,497.70

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
SCHOUMAKER, RICHARD	NEW TRUCK INSPECTION			
08/08 - 08/09/2004	TULSA, OK	2.0	2.0	835.95
SMITH, JAY	NATL CONFR FOR ASSOC OF PUBLIC SAFETY OFFICIALS INTNL			
08/07 - 08/13/2004	MONTREAL, CANADA	7.0	5.0	2,627.51
STREED, KARL	AWWA CONFERENCE & EXPOSITION			
06/12 - 06/17/2004	ORLANDO, FL	5.0	4.0	1,984.85
TIRANDAZI, DARYOOSH	AMERICAN WATER WORKS CONFR			
06/12 - 06/17/2004	ORLANDO, FL	6.0	4.0	2,607.00
VAZIRABADI, FRED	ITE 2004 ANNUAL MEETING			
07/31 - 08/04/2004	LAKE BUENA VISTA, FL	5.0	3.0	1,870.64
WESTERMAN, CHARLIE	CURB MACHINE TRAINING			
04/04 - 04/08/2004	IDA GROVE, IA	5.0	4.0	191.32
WRASE, PATRICK	ASCE WATER QUALITY MODELING SEMINAR			
06/16 - 06/19/2004	DENVER, CO	3.5	3.5	1,836.85
	TOTAL FOR PUBLIC WORKS	111.0	85.0	$37,160.64
	QUARTER GRAND TOTAL - ALL DEPARTMENTS	611.5	472.5	$141,911.60