Request for City Council Committee Action
From the Finance Department

Date: January 31, 2003
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 Patrick Born
John Moir, City Coordinator John Moir
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 4th quarter 2002 Travel Expense Report is being submitted.
City employees traveled on 166 trips through December 31, 2002, utilizing 603 workdays. This activity is being compared to 192 trips using 689 workdays in the 4th quarter of 2001.

DATE: 01/31/03

TRAVEL REPORT - SUMMARY FOR 4 QUARTER 2002

DEPARTMENT NAME	PERIOD	TOTAL DAYS	WORK DAYS	EXPENSE	TRIP COUNT
ASSESSOR	Qtr 4 2002	13.0	9.0	4,169.79	4
ATTORNEY	Qtr 4 2002	9.0	6.0	2,477.67	2
CITY COUNCIL	Qtr 4 2002	53.0	39.0	13,973.49	11
CIVIL RIGHTS	Qtr 4 2002	28.0	19.0	5,858.63	5
CONVENTION CENTER	Qtr 4 2002	18.0	11.0	4,607.86	4
COORDINATOR	Qtr 4 2002	4.0	3.0	1,613.13	1
FINANCE	Qtr 4 2002	3.0	3.0	466.38	1
FIRE	Qtr 4 2002	109.0	89.0	7,217.23	14
HEALTH & FAMILY SUPPORT	Qtr 4 2002	49.5	36.5	10,232.65	12
HUMAN RESOURCES	Qtr 4 2002	15.0	11.0	5,162.46	3
INFORMATION & TECH SVCS	Qtr 4 2002	35.0	30.0	10,762.27	8
INTERGOVT'L RELATIONS	Qtr 4 2002	7.0	5.0	1,554.15	2
MAYOR	Qtr 4 2002	19.0	15.0	9,216.61	6
OPERATION/REGULATORY SVCS	Qtr 4 2002	59.0	47.0	13,205.30	14
PLANNING	Qtr 4 2002	6.0	5.0	1,241.05	2
POLICE	Qtr 4 2002	259.5	188.0	53,583.29	49
PUBLIC WORKS	Qtr 4 2002	96.5	86.5	27,174.95	28
		783.5	603.0	172,516.91	166

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
ASSESSOR				
JEFFERSON, KENDALL	GOVERN SOFTWARE USER CONFR			
08/21 - 08/25/2002	MONTREAL, QUEBEC CANADA	4.0	3.0	1,396.66
LINDQUIST, SCOTT	GOVERN SOFTWARE USER CONFR			
08/21 - 08/25/2002	MONTREAL, QUEBEC CANADA	4.0	3.0	1,475.77
RENNE, J. SCOTT	IAAO ANNUAL CONFR			
10/13 - 10/16/2002	LOS ANGELES, CA	4.0	2.0	1,133.36
TODD, PATRICK	MAAO CONFERENCE			
09/24 - 09/24/2002	BRAINERD, MN	1.0	1.0	164.00
	TOTAL FOR ASSESSOR	13.0	9.0	$4,169.79
ATTORNEY				
BANWER, DANA	COMMUNITY PROSECUTION PLANNING GRANT TRAINING			
10/06 - 10/09/2002	INDIANAPOLIS, IN	4.0	3.0	1,123.05
HEFFERN, JAY	INTERNATL MCPL LAWYERS CONFR			
10/19 - 10/23/2002	DENVER, CO	5.0	3.0	1,354.62
	TOTAL FOR ATTORNEY	9.0	6.0	$2,477.67
CITY COUNCIL				
BENSON, SCOTT	MEETING WITH FAA			
11/14 - 11/17/2002	WASHINGTON, DC	4.0	2.0	1,068.43
COLLINS, NATALIE	NATL LEAGUE OF CITIES CONFR			
12/03 - 12/08/2002	SALT LAKE CITY, UT	6.0	4.0	1,414.95
COLVIN ROY, SANDRA	NATL LEAGUE OF CITIES CONFR			
12/03 - 12/08 2002	SALT LK CITY, UT	6.0	4.0	1,442.86
GOODMAN, LISA	BRITISH AMERICA PROJECT			
11/15 - 11/19/2002	WASHINGTON, DC	5.0	3.0	419.00
HAYDEN, JEFFREY	COMMUNITY BULDING CONFR			
05/29 - 06/01/2002	SEATTLE, WA	3.0	4.0	764.00
JOHNSON, BARBARA	SISTER CITY/CONVENTION CENTER BUSINESS			
11/18 - 11/25/2002	JAPAN	8.0	6.0	2,494.72
JOHNSON, BARBARA	SISTER CITY/CONVENTION CENTER BUSINESS			
11/18 - 11/25/2002	JAPAN	0.0		449.81
LILLILGREN, ROBERT	NATL LEAGUE OF CITIES CONFR			
12/02 - 12/06/2002	SALT LAKE CITY, UT	5.0	5.0	2,156.61

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
NIZIOLEK, DANIEL	NATL LEAGUE OF CITIES CONFR			
12/03 - 12/07/2002	SALT LAKE CITY, UT	5.0	4.0	1,358.48
SCHIFF, GARY	CONGRESS FOR THE NEW URBANISM			
06/12 - 06/16/2002	MIAMI BEACH, FL	5.0	3.0	741.68
ZIMMERMANN, DEAN	NATL LEAGUE OF CITIES CONFR			
12/03 - 12/08/2002	SALT LK CITY, UT	6.0	4.0	1,662.95
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TOTAL FOR CITY COUNCIL		53.0	39.0	$13,973.49
CIVIL RIGHTS				
BROWN, JOSEPHIER	NATL ASSOC OF HUMAN RIGHTS WORKERS CONFR			
10/26 - 10/31/2002	CHARLESTON,WV	6.0	4.0	725.53
CALDWELL, ORINI	EEOC TRAINING			
06/18 - 06/22/2002	CHICAGO AND WASHINGTON	5.0	4.0	1,236.47
OWENS HAYES, VANNE	NACOLE CONFR			
10/31 - 11/03/2002	CAMBRIDGE, MA	4.0	2.0	1,263.53
TAYLOR, MARVIN	AMERICAN CONTRACT COMPLIANCE TRAINING			
08/26 - 09/01/2002	BALTIMORE, MD	7.0	5.0	1,051.00
TRADEWELL, MARY	AMERICAN CONTRACT COMPLIANCE ASSOC			
08/27 - 09/01/2002	BALTIMORE, MD	6.0	4.0	1,582.10
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TOTAL FOR CIVIL RIGHTS		28.0	19.0	$5,858.63
CONVENTION CENTER				
COLBY, SUE	2002 MN SOCIETY OF HUMAN RESOURCES MANGMNT CONFR			
10/06 - 10/08/2002	ST CLOUD, MN	3.0	2.0	433.11
GEISELHART, JEFF	EBMS CONFERENCE			
11/02 - 11/06/2002	ST LOUIS, MO	5.0	3.0	1,319.31
MCGRAW, DEBRA	EBMS CONFERENCE			
11/02 - 11/06/2002	ST LOUIS, MO	5.0	3.0	1,277.31
MELHUS,STEPHANIE	EBMS CONFERENCE			
11/02 - 11/06/2002	ST LOUIS, MO	5.0	3.0	1,578.13
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TOTAL FOR CONVENTION CENTER		18.0	11.0	$4,607.86

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
COORDINATOR				
HAVEY, KIM	SITE VISIT/EZ MEETINGS			
11/06 - 11/10/2002	NEW YORK, NY	4.0	3.0	1,613.13
TOTAL FOR COORDINATOR		4.0	3.0	$1,613.13
FINANCE				
JOHNSON, GREG	MN GFOA CONFR			
09/18 - 09/20/2002	ALEXANDRIA, MN	3.0	3.0	466.38
TOTAL FOR FINANCE		3.0	3.0	$466.38
FIRE				
BLESKACHEK, BONNIE	EXECUTIVE DEVELOPMENT COURSE			
12/01 - 12/13/2002	EMMITSBURG, MD	13.0	10.0	198.00
CHEVALLIER, THIERRY	PRINCIPLES OF FIRE PROTECTION CLASS			
12/01 - 12/13/2002	EMMITSBURG, MD	11.0	10.0	198.00
CRAIGIE, SCOTT	FIREHOUSE SOFTWARE EDUC & TRAINING SEMINAR			
11/12 - 11/17/2002	PITTSBURGH, PA	5.0	4.0	1,300.60
DEEGAN, THOMAS	CLASS FINANCIAL MGMT			
10/05 - 10/19/2002	EMMITSBURG, MD	12.0	10.0	198.00
ERICKSON, VICKI JO	COMMAND/CONTROL FIRE OPERTIONS CLASS			
11/10 - 11/22/2002	EMMITSBURG, MD	13.0	10.0	198.00
FORTE, ROCCO	MN STATE FIRE CHIEFS FALL CONFR			
10/16 - 10/19/2002	ST CLOUD, MN	3.0	3.0	425.26
FRUETEL, JOHN	CHECK ON FIRE DEPT DECONTAMINATION TRAILER			
12/19 - 12/20 2002	SHEBOYGAN, WI	2.0	1.0	57.68
HOLT, CHARLOTTE	2002 MN COMMUNITY HEALTH CONFR			
09/11 - 09/13/2002	BREEZY POINT, MN	3.0	3.0	269.41
LEE, WALTER	CHECK ON FIRE DEPT DECONTAMINATION TRAILER			
12/19 - 12/20/2002	SHEBOYGAN, WI	2.0	1.0	57.68
MARESCA, MARY	INTERPERSONAL DYNAMICS IN FIRE SVC ORG/CLASS			
10/20 - 11/01/2002	EMMITSBURG, MD	13.0	10.0	198.00
MELLOY, CAROL	29TH ANNUAL ASST SEMINAR			
10/26 - 11/02/2002	SAN DIEGO, CA	4.0	3.0	2,439.50
NORRGARD, ANDREW	CLASS INTERPERSONAL DYNAMICS			
06/02 - 06/14/2002	EMMITSBURG, MD	12.0	10.0	192.00

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
RUMPPE, MICHAEL	PRINCIPLES OF FIRE PROTECTION CLASS			
12/01 - 12/13/2002	EMMITSBURG, MD	11.0	10.0	198.00
STEINHILBER, TODD	FIREHOUSE SOFTWARE EDUC & TRAINING SEMINARE			
11/12 - 11/17/2002	PITTSBURG, PA	5.0	4.0	1,287.10
TOTAL FOR FIRE		109.0	89.0	$7,217.23
HEALTH & FAMILY SUPPORT				
CHIAPETTA, MICHAEL	WEED/SEED LAW ENFORCEMENT CONFR			
06/15 - 06/19/2002	NEW ORLEANS, LA	5.0	3.0	1,063.73
FELDMAN, BRETT	TRAINING/DEVEL FOR NRP WEB SITE			
11/18 - 11/24/2002	MONTREAL, PQ, CANADA	7.0	5.0	257.56
FISCHER, ANNE	USDOLETA YOUTH DEVEL CONFR			
10/15 - 10/18/2002	CHICAGO, IL	3.5	3.5	1,027.91
FISCHER, ANNE	SERVING PEOPLE WITH DISABILITIES CONFR			
10/30 - 10/30/2002	MANKATO, MN	1.0	1.0	51.54
GARNER, CORAL	HEALTHY START CONFERENCE			
10/06 - 10/09/2002	BALTIMORE, MD	4.0	4.0	1,198.39
HOWARD, JANET	AMER PUBL HEALTH ASSOC MEETING			
11/09 - 11/13/2002	PHILADELPHIA, PA	5.0	3.0	1,213.20
JOHNSON, DAVID	APHA CONFERENCE			
11/09 - 11/13/2002	PHILADELPHIA, PA	5.0	3.0	1,398.20
NARAYAN, GOPAL	AMER PUBLIC HEALTH ASSOC CONFR			
10/09 - 10/13/2002	PHILADELPHIA, PA	5.0	3.0	1,395.20
RAK, DAVID	2002 COMMUNITY HEALTH CONFR			
09/11 - 09/12/2002	BREEZY POINT, MN	2.0	2.0	293.46
WANG, CHIUNG	TAPPP CONFERENCE			
11/17 - 11/19/2002	CHICAGO, IL	3.0	2.0	17.51
WARNBERG, KENT	NATL LEADERSHIP CONFR-UNDERAGE DRINKING			
09/18 - 09/22/2002	DALLAS, TX	5.0	3.0	1,027.24
WILLIAMS, DORIS	HEALTHY START CONFERENCE			
10/06 - 10/09/2002	BALTIMORE, MD	4.0	4.0	1,288.71
TOTAL FOR HEALTH & FAMILY SUPPORT		49.5	36.5	$10,232.65

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
HUMAN RESOURCES				
CUNNINGHAM, JAMES	DISCIPLINE & INTERNAL INVESTIGATIONS			
03/09 - 03/13/2002	SAN FRANCISCO, CA	5.0	3.0	1,719.32
HAWKINS, ROBERTA	AAAA TRAINING/AFFIRMATIVE ACTION			
11/17 - 11/23/2002	ATLANTA, GA	7.0	5.0	2,641.87
PERRY, DIANE	311 SYMPOSIUM			
10/01 - 10/03/2002	BALTIMORE, MD	3.0	3.0	801.27
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TOTAL FOR HUMAN RESOURCES		15.0	11.0	$5,162.46
INFORMATION & TECH SVCS				
KAISER, KARL	ITS TECH OUTSOURCING			
09/17 - 09/19/2002	ROCHESTER, MN	3.0	3.0	74.68
KAISER, KARL	GOVERNMENT CIO SUMMIT			
11/10 - 11/13/2002	FORT MYERS, FL	4.0	3.0	1,586.50
LONETTI, ILENA	311 & E GOVT CONFERENCES			
10/02 - 10/11/2002	BALTIMORE,MD	9.0	8.0	3,000.97
LONETTI, ILENA	E GOVERNEMENT CONFR			
11/05 - 11/08/2002	WASHINGTON, DC	4.0	4.0	1,593.70
MEYER, MARY	APAERTURE USERS CONFR			
10/02 - 10/05/2002	LAS VEGAS, NV	4.0	3.0	2,434.50
PARKER, DEBRA	INKTOMI SEARCH ENGINE SUMMIT CONFR			
06/19 - 06/22/2002	SAN FRANCISCO, CA	4.0	3.0	870.89
POWELL, JASON	ITS TECH OUTSOUCING			
09/17 - 09/19/2002	ROCHESTER, MN	3.0	3.0	74.68
SPURRIER, JOHN	GOVERN SOFTWARE USER CONFR			
08/21 - 08/25/2002	MONTREAL, QUEBEC, CANADA	4.0	3.0	1,126.35
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TOTAL FOR INFORMATION & TECH SVCS		35.0	30.0	$10,762.27
INTERGOVT'L RELATIONS				
KAJER, ANDREA HART	MEETINGS WITH RURAL LEGISLATORS			
10/15 - 10/16/2002	CHISHOLM, MN	2.0	2.0	275.99

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
SCHANDEL, GAYNELL	AMERICAN ASSOC OF GRANT PROF MEETING			
11/06 - 11/10/2002	PORTLAND, OR	5.0	3.0	1,278.16
TOTAL FOR INTERGOVT'L RELATIONS		7.0	5.0	$1,554.15
MAYOR				
FEY, DAVID	US CONFR OF MAYORS ANNUAL MEETING			
06/14 - 06/17/2002	MADISON, WI	4.0	2.0	1,039.00
RYBAK, R.T.	US CONFR OF MAYORS 2002 CONRF			
06/14 - 06/17/2002	MADISON, WI	4.0	2.0	1,568.88
RYBAK, R.T.	US CONFR OF MAYORS MEETING			
01/23 - 01/24/2002	WASHINGTON, DC	2.0	2.0	942.07
RYBAK, R.T.	INTER CITY LEADERSHIP VISIT			
04/21 - 04/23/2002	DENVER, CO	3.0	2.0	1,695.00
RYBAK, R.T.	US CONFR OF MAYORS NATL HOUSING FORUM			
05/20 - 05/22/2002	WASHINGTON, DC	3.0	3.0	1,639.00
RYBAK, R.T.	US CONFR OF MAYORS HOUSING TRUST FUND MTG			
09/18 - 09/21/2002	LOS ANGELES, CA	3.0	4.0	2,332.66
TOTAL FOR MAYOR		19.0	15.0	$9,216.61
OPERATION/REGULATORY SVCS				
BEAN, NELL	CONSTRUCTION CODE HEARINGS			
09/29 - 10/04/2002	FT WORTH, TX	6.0	5.0	156.58
BEAN, NELL	MTG OF MN FIRE CHIEFS/BLDG OFFICIALS			
10/17 - 10/17/2002	ST CLOUD, MN	1.0	1.0	56.21
BLISS, MICHELE	ARMA INTNL ANNUAL CONFR			
09/28 - 10/02/2002	NEW ORLEANS, LA	5.0	3.0	1,804.73
CAIN, MAUREEN	IATR CONFR			
11/09 - 11/13/2002	SAN DIEGO, CA	5.0	3.0	1,339.05
HAPONUK, DUANE	INTNL ASSOC OF TRANSPCONFR			
11/09 - 11/13/2002	SAN DIEGO, CA	5.0	3.0	1,332.40
HIGGINS, PATRICK	ABM CODE DEVELOPMENT CONFR			
09/30 - 10/03/2002	FT WORTH, TX	4.0	4.0	1,081.43
HOYT, ELLEN	WORKSHOP/CONTROL OF FOODBORNE ILLNESS FACTORS			
10/29 - 10/31/2001	ROCHERSTER, MN	3.0	3.0	229.44

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
HUGEN, ANGELA	MCPA ANNUAL CONFERENCE			
10/21 - 10/23/2002	ST CLOUD, MN	3.0	3.0	373.78
KING, TODD	QEI CERTIFICATION			
10/13 - 10/18/2002	NORMAN, OK	6.0	5.0	2,433.10
KRICK, RYAN	WISC ENVIRONMENTAL HEALTH ASSOC CONFR			
09/18 - 09/19/2002	EAU CLAIR, WI	2.0	2.0	247.75
MAROTTO, ROBERT	AMERICAN HUMANE ANNUAL CONFR			
09/18 - 09/22/2002	DENVER, CO	5.0	3.0	281.14
MASTEL, THOMAS	ABM CODE DEVELOPMENT			
09/30 - 10/03/2002	FT WORTH, TX	4.0	4.0	979.37
SEEKON, LARRY	98TH INTNL ASSOC ELECTRICAL INSPECTORS			
09/15 - 09/18/2002	KEARNEY, NE	4.0	3.0	398.50
WEAVER, JIM	QEI CERTIFICATION			
10/13 - 10/18/2002	NORMAN, OK	6.0	5.0	2,491.82
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TOTAL FOR OPERATION/REGULATORY SVCS		59.0	47.0	$13,205.30
PLANNING				
LUCAS, AMY	MN HISTORICAL SOCIETY PRESERVATION CONFR			
09/12 - 09/13/2002	OWATONNA, MN	2.0	2.0	164.00
RHYAN, JOYCE	PLANNING MANAGEMENT TRAINING			
11/29 - 12/04/2002	DALLAS, TX	4.0	3.0	1,077.05
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TOTAL FOR PLANNING		6.0	5.0	$1,241.05
POLICE				
BATESON, MICHELE	MN DIV OF INTNL ASSOC FOR IDENTIFICATION			
09/18 - 09/20/2002	OWATONNA, MN	3.0	3.0	180.46
BRICKLEY, JAMES	HONOR GUARD DETAIL			
09/22 - 09/23/2002	CHICAGO, IL	2.0	1.0	161.35
BRUGGER, BRANDON	REID SCHOOL			
09/29 - 10/02/2002	BRAINERD, MN	4.0	3.0	883.02
CARLSON, MICHAEL	POP CONFERENCE			
11/21 - 11/25/2002	SAN DIEGO, CA	5.0	3.0	1,436.02
CASPERS, TONY	NATL POLICE BLOODHOUND SCHOOL			
12/06 - 12/15/2002	BLACKSBURG, SC	10.0	6.0	366.81

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
CHRISTENSEN, ERIKA	HOMICIDE SEMINAR			
10/25 - 10/31/2002	KANSAS CITY, MO	7.0	5.0	1,140.61
CLARK, GREGORY	RIFLE INSTRUCTOR SCHOOL			
09/14 - 09/21/2002	ORLANDO, FL	8.0	5.0	1,556.50
CLARK, MATTHEW	RIFLE INSTRUCTOR TRAINING			
09/14 - 09/21/2002	KENNEDY SPACE CENTER, FL	8.0	5.0	2,441.99
DELUGO, ISAAC	NLPOA CONFR			
11/13 - 11/17/2002	SAN DIEGO, CA	5.0	3.0	1,086.34
DIEDRICH, TAMMY	HENRY WILLIAMS HOMICIDE SEMINAR			
09/02 - 09/26/2002	ALBANY, NY	6.0	4.0	399.28
DOLAN, TIM	SENIOR MANAGEMENT INST FOR POLICE			
07/14 - 08/01/2002	BOSTON, MA	19.0	14.0	6,339.69
DONOHOE, THOMAS	APCO 2002 NATL CONFR			
08/09 - 08/17/2002	NASHVILLE, TN	8.0	6.0	1,819.93
DONOHOE, THOMAS	APCO CONFERENCE			
10/22 - 10/24/2002	MANKATO, MN	3.0	3.0	377.64
DONOHOE, THOMAS	NENA BEST PRACTICES CONFR			
11/02 - 11/06/2002	ST LOUIS, MO	4.5	3.0	1,048.17
EDWARDS, LEE	PROBLEM ORIENTED POLICING CONFR			
11/21 - 11/25/2002	SAN DIEGO, CA	5.0	3.0	1,206.33
FALLON, SUE	APCO CONFERENCE			
10/22 - 10/24/2002	MANKATO, MN	3.0	3.0	210.54
FISCHER, MOLLY	DRIVING SCHOOL			
10/07 - 10/08/2002	ST CLOUD, MN	2.0	2.0	55.75
FOGARTY, STEVE	SEMINAR INTERVIEWING AND INTERROGATION			
09/29 - 10/02/2002	BRAINERD, MN	4.0	3.0	896.32
GAFFNER, JOHN	VESTA TRAINING			
11/18 - 11/23/2002	TEMECULA, CA	6.0	5.0	2,006.43
GAFFNER, JOHN A.	MAGIC TRAINING			
12/16 - 12/18/2002	TEMECULA, CA	3.0	3.0	1,192.15
GRAY, DAVID	SURVIVAL SKILLS FOR MT. BIKE OFFICERS			
08/18 - 08/25/2002	CHANTILLY, VA	8.0	5.0	1,255.40
GUNTER, GWENDOLYN	NATL SHAKEN BABY CONFR			
09/12 - 09/16/2002	SALT LAKE CITY, UT	5.0	3.0	1,021.86
HAFVENSTEIN, PHILIP	NATL ASSOC OF PROPERTY RECOVERY INVESTIGATORS CONFR			
08/18 - 08/21/2002	LAS VEGAS, NV	4.0	3.0	1,175.31

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NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
HAUGLID, CHRIS	HOMICIDE SCHOOL			
12/01 - 12/06/2002	LAS VEGAS, NV	6.0	5.0	1,247.49
HELMER, STU	MIDWEST GAMING INVESTIGATORS & REGULATORS CONFR			
09/23 - 09/26/2002	COUNCIL BLUFFS, IA	4.0	4.0	317.34
HICKS, DOUGLAS	2002 CRIME ANALYST TRAINING CONFR			
10/14 - 10/19/2002	ORLANDO, FL	6.0	5.0	1,258.20
HOFF, JON	REID SCHOOL			
09/29 - 10/02/2002	BRAINERD, MN	4.0	3.0	888.11
HUFFMAN, AMELIA	NATL SHAKEN BABY CONFR			
09/12 - 09/16/2002	SALT LAKE CITY, UT	5.0	3.0	1,021.86
ISAACSON, SHEILA	ARMA INTNL CONFR			
09/27 - 10/02/2002	NEW ORLEANS, LA	6.0	4.0	844.85
JOHNSON, JAY	APCO CONFR			
10/22 - 10/24/2002	MANKATO, MN	3.0	3.0	209.70
KEELER, TERRY	BOMB TRAINING			
10/26 - 10/31/2002	INDIANAPOLIS, IN	6.0	4.0	1,268.68
KELLY, JOHN	PLANNING,DESIGNING & CONSTRUCTING POLICE FACILITIES			
09/22 - 09/27/2002	AURORA, CO	6.0	5.0	1,612.91
KNOX, ALLAN	2002 CRIME ANALYST TRAINING CONFR			
10/14 - 10/19/2002	ORLANDO, FL	6.0	5.0	723.21
KRUEGER, WALLACE	CLANDESTINE LAB SAFETY CERTIFICATION			
11/16 - 11/23/2002	SACRAMENTO, CA	8.0	5.0	2,254.08
LARSON, SCOTT	NEW HAZARDOUS DEVICES SCHOOL/GROUND BREAKING			
10/26 - 10/28/2002	HUNTSVILLE, AL	3.0	1.0	389.35
LINDBACK, BRET	POP CONFERENCE			
11/21 - 11/25/2002	SAN DIEGO, CA	5.0	3.0	1,298.60
MCKENNA, SEAN	FBI POST BOMB BLAST INVESTIGATION SCHOOL			
11/03 - 11/08/2002	ABERDEEN, SD	6.0	5.0	190.95
MEPHERSON, CHRISTINE	APCO CONFR			
10/22 - 10/24/2002	MANKATO, MN	2.0	2.0	192.62
MIRANDA, ANTHONY	VEHICLE INVESTIGATION			
09/25 - 09/29/2002	CODY, WY	5.0	3.0	666.53
NELSON, GREGERS	APCO CONFERENCE			
10/22 - 10/24/2002	MANKATO, MN	3.0	3.0	428.45
OLSON, KEN	POP CONFERENCE			
11/21 - 11/25/2002	SAN DIEGO, CA	5.0	3.0	1,490.02

DATE : 01/31/03

NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
OLSON, ROBERT	MAJOR CITIES CHIEFS/INTNL ASSOC OF CHIEFS OF POLICE			
10/04 - 10/09/2002	MINNEAPOLIS, MN	6.0	4.0	2,030.61
PFAFF, MICHAEL	SEMINAR INTERVIEWING AND INTERRAGATION			
09/29 - 10/02/2002	BRAINERD, MN	4.0	3.0	907.36
SPENCER, JAMES	MN SEX CRIMES INVEST ASSOC CONFR			
10/02 - 10/04/2002	NISSWA, MN	3.0	3.0	262.00
THOMAS, RICHARD	NLPOA NATL CONFR			
11/13 - 11/17/2002	SAN DIEGO, CA	5.0	4.0	1,182.78
WESEMAN, DAVID	METH LAB TRAINING SITE SAFETY OFFICER			
11/16 - 11/23/2002	SACRAMENTO, CA	7.0	5.0	1,935.28
WHEELER, AMY	LEVA CLASS			
09/23 - 09/28/2002	LAS VEGAS, NV	6.0	5.0	467.41
WICKELGREN, STEVEN	CLINICAL LESSONS FROM COLLABORATION WITH THE NYPD			
09/20 - 09/22/2002	NEW YORK, NY	3.0	1.0	791.77
WURSTER, VALERIE	2002 POP CONFR			
11/17 - 11/25/2002	SAN DIEGO, CA	4.0	3.0	1,445.23
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TOTAL FOR POLICE		259.5	188.0	$53,583.29
PUBLIC WORKS				
ABOU-AISH, YASSER	SMWA BUSINESS MEETING			
10/26 - 10/31/2002	SAN JUAN, PUERTO RICO	6.0	4.0	2,391.90
ABOUAISH, YASSER	AMERICAN WATER WORKS MEETING			
09/30 - 10/04/2002	BRAINERD, MN	3.0	3.0	915.99
ABOUAISH, YASSER	GLOBAL WATER CONFR			
10/24 - 10/25/2002	DES MOINES, IA	2.0	2.0	191.58
ASHCRAFT, THOMAS	AWWA MN CONFR			
10/01 - 10/04/2002	BRAINERD, MN	4.0	4.0	736.56
CLEARY, JIM	MN GIS/LIS CONFR			
10/03 - 10/04/2002	DULUTH, MN	2.0	2.0	322.56
COLE, LARRY	MN AMERICAN WATER WORKS CONFR			
10/01 - 10/04/2002	BRAINERD, MN	4.0	4.0	663.46
COLE, LARRY	UPPER MISSISSIPPI RIVER HEADWATERS TASK FORCE MEETING			
10/28 - 10/28/2002	BRAINERD, MN	1.0	1.0	100.38
FELLOWS, BILL	UPGRADING YOUR SANITARY SEWER SYSTEM			
10/06 - 10/09/2002	MADISON, WI	4.0	4.0	1,189.27

DATE : 01/31/03

NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
FOLEN, DALE	AWWA CONFR			
10/01 - 10/04/2002	BRAINERD, MN	3.0	3.0	739.34
GREGERSON, DOUGLAS	CITISTAT/CITITRACK SEMINAR			
10/01 - 10/04/2002	BALTIMORE, MD	4.0	4.0	1,470.89
HOCKERT, TERRY	MN AMERICAN WATER WORKS CONFR			
10/01 - 10/04/2002	BRAINERD, MN	3.0	3.0	735.32
HOIUM, STEVEN	MN GIS/LIS CONFR			
10/03 - 10/04/2002	DULUTH, MN	2.0	2.0	411.66
HUTCHISON, TIMOTHY	AMERICAN WATER WORKS WATER QUALITY TECH			
11/10 - 11/14/2002	SEATTLE, WA	5.0	4.0	1,592.72
KOSKI, PAUL	AWWA MN ANNUAL MEETING			
10/03 - 10/03/2002	BRAINERD, MN	1.0	1.0	253.81
KRAMER, ADAM J.	MEMBRANES IN DRINGING & INDUSTRIAL WATER PROD			
09/22 - 09/26/2002	MULHEIM, GERMANY	5.0	4.0	2,381.32
KRAMER, ADAM J.	AMERICAN WATER WORKS ASSOC CONFR			
10/01 - 10/04/2002	BRAINERD, MN	4.0	4.0	746.28
KRAMER, ADAM J.	ASSOC OF METR WATER AGENCIES CONFR			
10/26 - 10/30/2002	SAN JUAN, PUERTO, RICO	5.0	3.0	1,875.60
LOKKESMOE, BRIAN	APWA CONFR			
09/21 - 09/25/2002	KANSAS CITY, MO	5.0	3.0	1,507.82
LOKKESMOE, BRIAN	MPWA SPRING CONFR			
05/08 - 05/10/2002	NISSWA, MN	2.5	2.5	527.13
MALMBERG, RICK	AWWA MN CONFR			
10/01 - 10/04/2002	BRAINERD, MN	4.0	4.0	764.15
O'KEEFE, SHAWN	AMERICAN PUBLIC WORKS ASSOC CONFR			
09/21 - 09/25/2002	KANSAS CITY, KS	5.0	3.0	1,361.42
PFLAUM, DONALD	ITE ANNUAL MEETING			
08/04 - 08/08/2002	PHILADELPHIA, PA	5.0	5.0	2,135.86
POUCHNIK, DONALD	MN GIS/LIS CONFR			
10/02 - 10/04/2002	DULUTH, MN	3.0	3.0	328.21
SANDELL, MATT	MN GIS/LIS CONFR			
10/03 - 10/04/2002	DULUTH, MN	2.0	2.0	401.66
SCHOUMAKER, RICHARD	SWANA CONVENTION			
10/29 - 10/31/2002	LONG BEACH, CA	3.0	3.0	1,531.75
STOPPELMAN, DAVID	MN GIS/LIS CONFR			
10/02 - 10/04/2002	DULUTH, MN	3.0	3.0	582.32

DATE : 01/31/03

NAME	PURPOSE OF TRIP-DESTINATION	TOTAL DAYS	WORK DAYS	TOTAL EXPENSE
STREED, KARL	MN AMERICAN WATER WORKS CONFR			
10/01 - 10/04/2002	BRAINERD, MN	3.0	3.0	736.05
VERKE, ROBERT	AWWA MN SECTION FALL CONFR			
10/02 - 10/04/2002	BRAINERD, MN	3.0	3.0	579.94
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TOTAL FOR PUBLIC WORKS		96.5	86.5	$27,174.95
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QUARTER GRAND TOTAL - ALL DEPARTMENTS		783.5	603.0	$172,516.91