

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, October 14, 2025**

1. Pledge of Allegiance
2. Call for public comments. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve October 14, 2025, agenda
5. Action to approve October 07, 2025, minutes of the Board of Codington County Commissioners
6. Opening of bids for Bridge Repair Project 15-240-155 project; and possible action to award bids
7. Monthly Reports
  - a. Auditor
  - b. Director of Equalization
  - c. Community Service Director
8. Discussion/possible action to approve estimate to fix water main in Detention Center
9. Discussion/possible action to approve estimate to spray foam cattle washing rack in Ag barn
10. Discussion/possible action to authorize Chair to sign construction directive regarding hydrant valves for jail construction project
11. Discussion/possible action to authorize commissioner liaison to provisionally approve future design and construction changes, and make other decisions concerning new jail construction, when not practical to wait until next scheduled Board of Commissioners meeting, to prevent construction work interruptions, with the understanding that commissioner liaison will keep the Board of Commissioners abreast of these matters
12. Action to renew employee health insurance coverage with Sanford Health Plan
13. Action to determine health insurance premium employee/employer payment split and HSA account manager and manager fee
14. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a. Watertown Development Company annual meeting, October 14, 2025, 2<sup>nd</sup> Street Station, 5:00 p.m.
21. Old Business
22. New Business

**23. Open**

- a. Public Comments
- b. Commission Comments

**24. Action to enter into Executive session pursuant to SDCL 1-25-2**

- (1) Discussion of personnel issues (SDCL 1-25-2(1))
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(3))
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4))
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(5))
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(6))

**25. Action to adjourn upon completion of agenda items**

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings  
County of Codington  
Codington County Court House  
14 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

October 07, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 07, 2025, at the Codington County Court House. Commission members present were Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by Executive Director HSA, Kari Johnston.

**CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS**

Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

**AGENDA APPROVED**

Motion by Gabel, second by Schweer, to approve the agenda for October 07, 2025, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by McElhany, to approve the minutes of September 23, 2025; all voted aye; motion carried.

**RESOLUTION 2025-15 FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN**

Motion by Gabel, second by McElhany, to approve Resolution 2025-15 and to authorize the Chair to sign the certification form for the Five-Year Codington County Highway and Bridge Improvement Plan; all voted aye; motion carried.

**RESOLUTION 2025-15**

**A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND  
BRIDGE IMPROVEMENT PLAN**

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan; and

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 16<sup>th</sup>, 2025, to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

Codington County, 07 October 2025

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTON COUNTY.

Dated at Codington, South Dakota this 7<sup>th</sup> day of October 2025.

Troy VanDusen, Commission Chair

ATTEST:

Brenda Hanten, Auditor

#### **OPIOID SETTLEMENT FUNDS**

Kari Johnston, Executive Director for the Human Service Agency, met with the Board to request a formal request of Opioid Settlement funds in the amount of \$35,000.00 to be allocated to the Human Service Agency to support their MAT (Medication Assisted Treatment) Program. Due to this item being for discussion only the Board will put it on the agenda in the future for further discussion and possible action.

#### **MONTHLY REPORTS**

**4-H Educator, Jodi Lochrer**, updated the Board, the new 4-H year began on October 1, 2025, and youth need to re-enroll and new youth can now enroll; Cloverbuds are ages 5-7 and 4-H members are 8-18, call the Extension Office if interested in joining 4-H; It's National 4-H Week and Codington County youth are beyond ready, ready to lead and ready for life; It's treat Tuesday and Jodi brought treats for the Board; 4-H Award applications are due to the Extension Office by Friday, October 10<sup>th</sup> with the 4-H Recognition Event on Sunday, October 26<sup>th</sup>; Cloverbuds will begin in November 2025. **Veterans Service Officer, Jay Roberts**, updated the Board: metrics for the month, 162 open claims (working claims) 74 pending action from VA, 263 completed (YTD), Hamlin 20 open (working claims) 11 pending from VA, 12 completed (YTD), currently working for 14 veterans and have completed 19 claims for veterans from outside our county; \$14,750 for the month September 2025, increase in monthly compensation for veterans or their dependents YTD monthly increase \$125,463; \$91,564 for the month of September 2025, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$1,199,066; 5 veteran DAV transports in September, 2 - currently scheduled for October, currently 5 drivers; CURRENT – Attended the State Training Conference, there are now different processes to submit claims; still in need of volunteer drivers, a couple people stopped in with interest; Codington County Veterans Council submitted their nominations for the Veteran of the Year, voting for the 2025 VOY will take place at the meeting tonight, the announcement and presentation will be at the Veterans Day Program in November; Veterans Benefits Administration and the impacts of the Government Shutdown, lapse in appropriations; Veterans Benefits Administration public contact team, some Veterans Readiness and Employment operations, and exterior-facing operations, Outreach, will be impacted by a Government Shutdown effective October 3<sup>rd</sup>, 2025, claims processing operations will continue; however, VBA cannot address external inquiries regarding VBA related matters, such as VSO claim inquiries and congressional inquiries, at the local level; the 1-800-827-1000 customer service number will remain operational for claims related inquiries; the Regional Office Public Contact Units and Veteran Readiness and

Employment offices will be closed to the public, effective October 3<sup>rd</sup>, 2025, if a budget or continuing resolution has not been determined before that date; FUTURE – meeting with the commanders on Oct. 7, 2025 at the VFW; radio shows KWAT – 8:30 and KXLG – 9:05 on Oct. 9<sup>th</sup>, 2025; Eric is in contact with personnel from Sioux Falls to complete his security clearance, fingerprints and get issued his PIV I.D. card from the VA to allow him access to the VA's web portal program called VBMS; Veterans/Military Appreciation Event will be held on November 8<sup>th</sup>, 2025 from 10:30 a.m. – 1:30 p.m. at Joy Ranch, 16633 448<sup>th</sup> Ave, Florence, SD with a free burger bar lunch; Redleg Retiree Summit will be held on Nov. 8<sup>th</sup>, 2025 from 1:00-4:30 p.m. at the Watertown Readiness Center.

#### **MOU FOR SHARED ROADS BETWEEN CODINGTON COUNTY AND CITY OF WATERTOWN**

State's Attorney, Alison Bakken appeared before the Board and asked for this item to be discussed in Executive Session due to this being the 1<sup>st</sup> time for an MOU between Codington County and City of Watertown for shared roads, have some concerns about the MOU and would like to discuss these with City Attorney, Lisa Carrico; no action was taken and will be discussed in Executive Session.

#### **SNOWPLOW FOR HIGHWAY SUPT. PICKUP**

Motion by Johnson, second by Gabel, to purchase a snowplow for the Highway Supt. pickup from Steve's World in the amount of \$11,291.69, Highway Supt., Randy Falvey, provided the Board with a quote from Steve's World for the snowplow and his recommendation to purchase due to the rising costs; all voted aye; motion carried.

#### **STRIPING COURTHOUSE PARKING LOT**

Motion by McElhany, second by Johnson, to approve quote for striping of the Courthouse parking lot, from T & J Parking Lot Maintenance, in the amount of \$900.92, Facility Manager, Steve Molengraaf, presented the Board with two quotes, from T & J Parking Lot Maintenance, in the amount of \$900.92 and Prairie Painting, in the amount of \$3,202.80, Facility Manager, Steve Molengraaf recommended approving the quote of \$900.92 from T & J Parking Lot Maintenance; all voted aye; motion carried.

#### **STRIPING CODINGTON COUNTY EXTENSION/KOCH COMPLEX PARKING LOT**

Motion by Gabel, second by Schweer, to approve quote for striping of the Codington County Extension/Koch Complex parking lot, from T & J Parking Lot Maintenance, in the amount of \$6,808.39, Facility Manager, Steve Molengraaf, presented the Board with two quotes, from T & J Parking Lot Maintenance, in the amount of \$6,808.39 and Prairie Painting, in the amount of \$13,056.00, Facility Manager, Steve Molengraaf recommended approving the quote of \$6,808.39 from T & J Parking Lot Maintenance; all voted aye; motion carried.

#### **COMPUTER PURCHASE FOR DIRECTOR OF EQUALIZATION OFFICE**

Motion by Johnson, second by Gabel, to approve purchase of two HP EliteOne 870 G9 All-in-One Computers for the Director of Equalization Office, in the amount of \$4,257.70, from Twotrees Technologies, as requested by Director of Equalization, Shawna Constant, all voted aye; motion carried.

#### **NOTE MILEAGE RATE CHANGE FOR ELECTED OFFICIALS**

Note that the mileage rate change for elected officials will now be \$0.70 per mile, effective October 1, 2025.

#### **NOTE NATIVE AMERICAN DAY CODINGTON COUNTY OFFICE CLOSURES**

Note that the Court House and all County offices will be closed on Monday, October 13<sup>th</sup>, 2025, in observance of Native American Day.

**SEPTEMBER SALARY CLAIMS**

Motion by McElhany, second by Schweer, to approve for payment the following September salary claims; all voted aye; motion carried.

Commissioners: 12,182.76 total salaries. Auditor: 22,616.42 total salaries. Co. Treasurer: 40,643.68 total salaries. States Attorney: 57,971.60 total salaries. Gov. Buildings: 21,607.61 total salaries. Dir. Equalization: 59,736.06 total salaries. Reg. of Deeds: 32,059.11 total salaries. Veterans Service: 22,919.06 total salaries. Sheriff: 138,281.35 total salaries. Jail: 163,293.67 total salaries. Coroner: 2,583.60 total salaries. Welfare: 34,950.93 total salaries. CO. Nurse: 6,206.29 total salaries. Park: 10,236.59 total salaries. Ag. Bldg.: 12,745.24 total salaries. Co. Extension: 13,973.42 total salaries. Weed: 10,337.70 total salaries. Planning Board: 661.09 total salaries. Road & Bridge: 114,362.07 total salaries. Emergency Management: 16,146.79 total salaries. Crime Victim: 8,870.95 total salaries. W.I.C.: 5,683.64 total salaries. 24/7: 7,568.94 total salaries Total 815,638.57

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 77,367.42; VSP 934.36 eye insurance; S.D. Supplemental Retire. 5,275.00 suppl. retire.; Sanford 102,958.10; Reliance Standard Life Insurance 1204.17 life ins.; Delta Dental 7,689.60 ins.; Codington County 8,025.13 employee HSA contribution; AFSCME Council 65 364.42 employee union dues; AFLAC 4,048.68 ins.; VSP 404.94 eye insurance; John Hancock 4,480.00 suppl. retire.; AFLAC 1,723.58 ins.; Sioux Valley Credit Union 22,212.75 employee payments; John Hancock Roth 400.00 suppl. retire.; SDRS Supplemental Retirement 4,670.00 Roth retirement; Teamsters Local Union 120 506.00 employee union due; Codington County Deputy Sheriff's Association 150.00 employee union dues; ReliaBank Dakota 54,500.18 federal withholding; ReliaBank Dakota 74,802.34 social security; ReliaBank Dakota 17,494.20 Medicare; United Way 60.00 employee contributions; Health Equity 8,025.13 employee HSA contribution.

**PERSONNEL CHANGES**

Motion by Gabel, second by McElhany, to approve the following personnel changes: Jennifer Kirschenmann, Administrative Support, Treasurer's Office, effective 10-08-2025, Grade 20 step 1/\$20.31 hr./\$3,533.94 month; Brady Sandquist, FT Corrections Officer, Detention Center, effective 10-01-2025, Grade 35 step 1/\$25.80 hr./\$4,489.20 month; all voted aye; motion carried.

**TRAVEL REQUEST**

Motion by Schweer, second by Johnson, to approve the following travel request; Community Service Office staff to attend summit; all voted aye; motion carried.

**OLD BUSINESS**

Commissioner Gabel updated the Board on the construction progress for the new jail, working on soil testing to set footings and rebar is on site.

**EXECUTIVE SESSION**

Motion by Johnson, second by McElhany, to enter into executive session, per SDCL 1-25-2 (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4)) at 9:39 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:52 a.m., no action was taken. Human Resource Representative, Natalie Remund, State's Attorney, Alison Bakken and Highway Supt., Randy Falvey, were present for executive session.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Schweer, second by Johnson, to adjourn at 10:53 a.m., all voted aye; motion carried.

ATTEST:

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Brenda Hanten  
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ \_\_\_\_\_



808 E 6th St  
Redfield, SD 57469  
605-460-1715

# Estimate

Date	Estimate #
9/23/2025	1098

Name / Address
Codington County Watertown, SD

Description	Total
2 Inches of 2lbs Huntsman High Lift HFO Closed Cell Spray Foam, R-14 on wood walls and roof 14x24 lean-to w/ 6H 9P wash bay Codington County Extension Complex	2,883.00
Thank you for your business.	<b>Sales Tax (2.0%)</b> \$0.00
	<b>Total</b> \$2,883.00



Commercial - Residential - Farm Installation and Service  
 1121 19th St SE • Watertown, SD 57201  
 605-237-6115

# Estimate

Date	Estimate #
10/3/2025	28071

Name / Address
Codington County 14 1st Ave SE Watertown, SD 57201

			Project
Description	Qty	Rate	Total
WORK TO BE COMPLETED AT: DETENTION CENTER REQUESTED BY: JUSTIN HALLAJAIN  MATERIALS, LABOR AND APPLICABLE TAX NECESSARY TO REPLACE BROKEN MAIN COLD WATER BALL VALVE, BACKFLOW PREVENTER, AND LEAKING PIPE FITTINGS.  REPIPING OF THE ARRANGEMENT IS NECESSARY TO INSTALL THE BACKFLOW PREVENTER HORIZONTAL INSTEAD OF VERTICAL. WE WILL ALSO INSTALL A NEW WATER METER - PROVIDED BY MUNICIPAL UTILITIES - AND REINSULATE THE WATER LINES FOR THIS WORK.  2" L HARD COPPER TUBE AND PROGRESS FITTINGS. 1 1,950.00 1,950.00 2" APOLLO BACKFLOW PREVENTER 1 1,165.00 1,165.00 INSTALLATION 1 1,140.00 1,140.00 PIPE INSULATION 1 375.00 375.00  SOUTH DAKOTA CONTRACTOR'S EXCISE TAX 1 94.50 94.50  THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT. <i>Steve Warne</i>			
<b>Total</b>			\$4,724.50

OFFICIAL STATEMENT OF FEES COLLECTED  
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH  
OF SEPTEMBER, 2025

The sum of **\$38,935.25** in fees has been collected by me as Register of Deeds for SEPTEMBER, 2025

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of SEPTEMBER, 2025

Ann Rasmussen  
Register of Deeds

Subscribed and sworn to before me this 1<sup>st</sup> day of October 2025

Brenda Hanten

**CERTIFIED BIRTHS**

State Children's Fund (\$2.00)	<u>\$ 180.00</u>
County General Fund (\$5.00)	<u>\$ 450.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 450.00</u>
State General Fund (\$3.00)	<u>\$ 270.00</u>
<b>TOTAL</b>	<u>\$ 1,350.00</u>

**CERTIFIED DEATHS**

County General Fund (\$5.00)	<u>\$ 670.00</u>
State General Fund (\$4.00)	<u>\$ 536.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 804.00</u>
<b>TOTAL</b>	<u>\$ 2,010.00</u>

FILED

OCT 01 2025

CODINGTON COUNTY AUDITOR

**Receipt Totals**

By Date: 9/1/2025 12:00:00 AM - 9/30/2025 11:59:59 PM; Departments: All; Cash based.

**Codrington County**  
Wednesday, October 1, 2025 8:00 AM

**Summary:**

**Receipt Item Totals**

	Document:	Paid	Charged	Debited	Total
	Non Document:	\$30,860.00	\$780.00	\$0.00	\$31,640.00
		\$5,236.25	\$1,695.60	\$0.00	\$6,931.85
	<b>Subtotal:</b>	<b>\$36,096.25</b>	<b>\$2,475.60</b>	<b>\$0.00</b>	<b>\$38,571.85</b>

**Payment on Account Totals**

Applied:	\$2,839.00
Refunded:	\$0.00
Unposted:	\$0.00
<b>Net Posted:</b>	<b>\$2,839.00</b>

**Payments & Refunds**

ACH:	\$23,950.50
Cash:	\$3,311.25
Check:	\$11,673.50
<b>Total:</b>	<b>\$38,935.25</b>

**Revenue Account Activity**

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$280.00	\$280.00	\$0.00	\$0.00
101-0-341.21	\$9,199.00	\$8,179.00	\$1,020.00	\$0.00
101-0-341.22	\$21,086.00	\$21,086.00	\$0.00	\$0.00
229-0-321.00	\$840.00	\$840.00	\$0.00	\$0.00
726-0-209.00	\$2,240.00	\$1,730.00	\$510.00	\$0.00
101-0-341.29	\$3,515.25	\$2,386.25	\$1,129.00	\$0.00
250-0-341.21	\$1,065.00	\$957.00	\$108.00	\$0.00
769-0-209.00	\$710.00	\$638.00	\$72.00	\$0.00
<b>Total:</b>	<b>\$38,935.25</b>	<b>\$36,096.25</b>	<b>\$2,839.00</b>	<b>\$0.00</b>

**FILED**

OCT 01 2025

## AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in September 2025.

Cash on Hand	\$10,546.79
Checks in Treasurer' possession	\$86,363.58
less than 3 days	\$0.00
Credit Card Charges	\$5,527.56
Cash Items	\$1,296.43
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$103,734.36</b>

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$2,000.00
Reliabank Dakota	\$25,134,873.03

INVESTMENTS	
SD Public Funds Investment	\$1,095.89
Plains Commerce Bank CD's	\$500,000.00

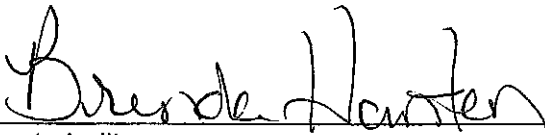
<b>TOTAL CASH ASSETS</b>	<b>\$25,741,703.28</b>
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### GENERAL LEDGER CASH BALANCES:

General	\$8,990,845.73
General restricted cash	\$500,000.00
Sp. Revenue	\$9,468,002.86
County Jail Build	\$5,507,326.54
Sp. Revenue restricted cash	\$0.00
Custodial	\$1,275,528.15
Schools	\$ 462,860.87
Townships	\$ 64,646.48
City/Towns	\$ 90,679.56

<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$25,741,703.28</b>
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Dated this 1st day of October 2025



County Auditor

AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER

CODINGTON COUNTY

DATE: September 1, 2025

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$92.79
Ones.....	\$334.00
Fives.....	\$470.00
Tens.....	\$540.00
Twenties.....	\$4,060.00
Fifties.....	\$750.00
Hundreds.....	\$4,300.00
Cash Items.....	\$1,296.43
Credit Card Charges.....	\$5,527.56
Checks.....	\$86,363.58

**TOTAL CASH ON HAND** **\$103,734.36**

CHECKING ACCOUNT BALANCE:

Reliabank (Memorial Park)	\$2,000.00
Reliabank Dakota	\$25,134,873.03

INVESTMENTS:

SD Public Funds Investment Trust	\$1,095.89
Plains Commerce Bank CD's	\$500,000.00

**OTHER ACCOUNT BALANCES:** **\$25,637,968.92**

**GRAND TOTAL CASH AND BALANCES:** **\$25,741,703.28**

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$8,990,845.73
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$9,468,002.86
County Jail Build	\$5,507,326.54
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$1,275,528.15

**TOTAL GENERAL LEDGER CASH** **\$25,741,703.28**

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization Office

Name of traveling employee \_\_\_\_\_

Employee title \_\_\_\_\_ Employee status exempt \_\_\_ nonexempt X

Purpose of travel Education Committee Meeting & Executive Board Meeting

Method of transportation County Vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \_\_\_\_\_

Lodging expense \_\_\_\_\_

Meals \$20 Registration \_\_\_\_\_

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes X No \_\_\_\_\_ If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes X No \_\_\_\_\_

County Commission

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_