

**TRAVEL REQUEST AND REIMBURSEMENT FORM  
HARPER COUNTY, KANSAS**

Employee Name: **MATTHEW BOOKER**

Department: **APPRAISER**

**PART I – TRAVEL REQUEST**

Destination: **TOPEKA**

Purpose / Justification of Travel: **ORION LIST MANAGER, MASS ITEM PAGE IMPORT & CRS EXTRACTS**

Method of Travel (mark one)     County Vehicle                       Bus                                       Air  
 Train     Private Auto                       Other

Date of Departure: **8/12/2021**

Date of Return: **8/13/2021**

Are funds budgeted for this request? Yes  No

Budget line: 0%  
*Must = 100%*

#1:

%:

#2:

%:

#3:

%

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commissioner Signature

\_\_\_\_\_  
Date

**PART II – EXPENSE REPORT**

Expense Category			Estimated Total	Actual Total	<b>Instructions:</b>  <i>Prior to Travel:</i> Employee completes PART-I and Estimate portion of PART II. Department Head and County Commissioner must sign under PART-I to approve travel.  <i>Post Travel:</i> Requesting Employee completes Actual PART-II and submits to Department Head for approval with receipts to be vouchered for next accounts payable.
A. Lodging for 2 days at \$ 96.00 per day			\$ 192.00	\$	
B. Transportation for _____ miles at current rate per mile Fare \$			\$	\$	
Meals (Number of):		Total	\$	\$	
Breakfasts:	meals @ _____ per meal.	\$	\$	\$	
Lunches:	2 meals @ 12. _____ per meal.	\$ 24.00	\$ 24.00	\$	
Dinners:	2 meals @ 15. _____ per meal.	\$ 24.00	\$ 48.00	\$	
C. Fees (Registration, Dues, etc.) ITEMIZED List:			\$ 120.00	\$	
D. Miscellaneous (Taxi, Telephone, Tolls, etc.) ITEMIZED List: TOLLS			\$ 13.00	\$	
RECEIPTS MUST BE ATTACHED FOR APPROVAL		<b>TOTALS:</b>	\$ 397.00	\$	

**PART III – OFFICE USE ONLY**

A. Prepaid Registration:

B. Prepaid Travel Reservations:

C. Other:

Reconciliation:

Requesting Employee Statement: I certify this actual expense incurred and was accomplished in accordance with the travel authorization and the information hereon is correct.

\_\_\_\_\_  
Requesting Employee Signature

\_\_\_\_\_  
Department Head Approval Signature

Copies: Original to personnel file – Copy to HR – Copy to Department Head

**ORION LIST MANAGER, MASS ITEM PAGE IMPORT and CRS EXTRACTS  
200008**

**LIMIT 9 STUDENTS**

**Description:** This course is designed for those individuals seeking an understanding of some of the advanced uses of the Query Tool in creating different types of lists for batch reports, batch calculations, mass updating of individual data entry fields and mass creation of item pages in Orion. Discussion includes using the Query Tool to create CRS extracts and the procedure for producing queries and reports in Microsoft Access based on the extracts. Multiple examples and exercises will be provided for class participation during the course.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality and Orion Built-In Reports and Custom Query Reporting System

**Materials:** Pen, pencil, paper

**Instructor(s):** Beth Shaw

**PVD Eligibility Maintenance Points:** 13

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m. each day

**Class Ends:** 4:00 p.m. each day

**April 22-23, 2021** Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

**Aug 12-13, 2021** Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

*Registered*

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$120.00 for state of Kansas employees and Kansas county personnel

\$140.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**



Matt Booker &lt;mbooker@harpercountyks.gov&gt;

## Ks Customer Service Center PVD Education Registration

KS PVD Education <KDOR\_PVD.Registrations@ks.gov>  
To: Matt Booker <mbooker@harpercountyks.gov>

Thu, May 13, 2021 at 1:21 PM

### Registration Confirmation

**Confirmation Number** 1133-T246-7677

**Student Name** Booker, Matt

**Course** 200008 : ORION List Manager, Mass Item Page Import and CRS Extracts

**Class Code** 200008-TO2-2021

**Class Date & Time** Begins Thursday, August 12, 2021 8:30 AM  
Ends Friday, August 13, 2021 4:00 PM

**Location** Division of Property Val  
Orion Cafe  
300 SW 29th St.  
Topeka, KS

**Payment Options**

- Make online payment through KCAA.
- Receive billing from KCAA
- Send payment with a copy of this page to:

**KCAA**  
**P.O. Box 988**  
**Meade, KS 67864**

**Note**

**PHOTO ID REQUIRED FOR ADMITTANCE TO THIS PUBLIC BUILDING**

Cancellation of this class can only be made before **Sunday, August 8, 2021 11:59 PM** . You may cancel by viewing your class schedule at your Student Information Page.

Any cancellation received after this date will be billed for the total (100%) of the class.

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