AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Out-of-State Travel Request; IT Director Mike Lee; Laserfiche Empower 2015 Conference; Anaheim, CA; 1/13/15 – 1/16/15; $564

Action Requested: Motion

Parties to the Agreement:

Term Begins: 1-12-2015 **Term Ends:** 1/16/2015 **Grant Contract #:**

Summary:
Request for Mike Lee to attend the 2015 Empower Laserfiche conference in CA. To present our BOCC agenda submission system.

Fiscal Impact: 564.00 in existing budgets

Submitted by: Mike Lee **Submitter's Email Address:** mlee@gunnisnocounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 10/23/2014

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 10/23/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 11/4/2014 Follow Up Agenda Date:

Revised April 2013

Information Technology Department - 221 N. Wisconsin - Gunnison, CO 81230 - 970-641-1410

Memorandum

To: Board of County Commissioners

From: Mike Lee

Date: Thursday, October 23, 2014

Re: Out of State Travel Request – Laserfiche Empower 2015 Conference

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I entered the Laserfiche Work Smarter contest with our BOCC Agenda Submittal system. Our implementation of the BOCC Agenda Submittal system on the Laserfiche system was selected as a winner in the contest. They have asked me to do a presentation about the design and implementation process at the 2015 Laserfiche conference in Anaheim CA. Laserfiche is paying for the Conference entrance fee ($695) and 3 nights lodging for one person as part of winning the contest and doing the presentation. The conference is an opportunity to get additional training and to network with other organizations using the Laserfiche product to solve workflow and document archiving challenges.

The costs for my travel and expenses to the conference (over what Laserfiche is paying) is estimated to be $564.00 and fits within the existing ISF-II budget without going over or requesting additional funds.

Thank you for your consideration.

Mike Lee
IT Director

Mike Lee

From: Melissa Henley <Melissa.Henley@Laserfiche.com>
Sent: Friday, September 26, 2014 12:47 PM
To: Mike Lee
Cc: Katie Burke; Joanna Slusarz; Denise Dalusung; Esther Chow
Subject: Congratulations, Gunnison County!

Dear Mike,

Congratulations! We're pleased to announce that your organization has been selected as a Run Smarter award winner for Best Contract Management Initiative.

Since 2005, the annual Run Smarter® Awards Program has recognized organizations that use Laserfiche enterprise content management (ECM) software to improve productivity, processes and overall results. Each year, Run Smarter® Award winners are chosen by a committee of Laserfiche executives based on creativity of the solution, operational improvements realized by the organization, use of Laserfiche software and resources and inspiration potential for other Laserfiche clients. Winners from around the globe and across a range of industries are recognized during an awards ceremony at the Laserfiche Empower conference.

As a Run Smarter winner, your organization receives a scholarship to the Laserfiche Empower 2015 Conference held in Anaheim, CA, January 13-16, 2015. You also receive one hotel room accommodation for one representative at the conference hotel for the nights of January 13, 14, and 15, 2015. To confirm your attendance, please e-mail Denise Dalusung no later than **October 3** with the name of who will be representing your organization, their contact information and the e-mail address they use to access the Support Site.

One of the benefits of winning a Run Smarter Award is the recognition your organization receives within the worldwide Laserfiche community. To share your award-winning solution, one of our writers will be contacting you to schedule an interview, and if we haven't already, we may contact you about a speaking slot in the Empower customer success track. Your organization can also expect to receive a PR kit, which includes a ready-to-use press release template and Run Smarter Award winner logos, in the next few weeks.

Congratulations again from all of us here at Laserfiche. We look forward to seeing you at Empower 2015 in January.

Best,
Melissa

Melissa Henley | Director of Marketing Communications

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Connect on LinkedIn: http://www.linkedin.com/in/melissahenley
E-mail: melissa.henley@laserfiche.com
Website: www.laserfiche.com

Laserfiche®
Run Smarter®

Smarter People. Smarter Software.
Experience life at Laserfiche: http://youtu.be/j0DLxHsRuUA

GUNNISON COUNTY, COLORADO

OUT-OF-STATE TRAVEL EXPENSE AND TRANSPORTATION FORM

DATE	PURPOSE OF OUT OF STATE TRAVEL	DESTINATION	DURATION FROM	DURATION TO
10/23/14	Laserfiche Empower 2015 Conference - ESTIMATE	Anaheim, CA	01/12/15	01/16/15

The Board of County Commissioners MUST approve all out of state travel *prior to occurrence.* A copy of the meeting minutes authorizing the out of state travel MUST be attached to this form.

Date Approved by BOCC	
Total Maximum Amount	

COUNTY PURCHASING CARD USAGE

Please attach a copy of each purchasing card receipt to this form and provide the original receipt and a copy of this form with your monthly Purchase Card Certification.

DATES -->	01/12/15	01/13/15	01/14/15	01/15/15	01/16/15				TOTALS
MEALS									
Breakfast		8.00	8	8.00	8.00				
Lunch		10.00	Conf. Lunch	Conf. Lunch	Conf. Lunch				
Dinner	18.00	18.00	Conf. Dinner	18.00	18.00				
TOTAL	18.00	36.00	8.00	26.00	26.00	-	-	-	**114.00**
LODGING									**-**
OTHER - Amount		25.00			25.00				**50.00**
Description		Airport Transfer			Airport Transfer				

TOTAL COUNTY PURCHASING CARD CHARGES **$ 164.00**

FLEET VEHICLE USAGE & OTHER EXPENSES

These are expenses that are neither reimbursable to the employee nor were they paid via the credit card.

NOTE: Gasoline purchases with the fleet fuel card do NOT need to be documented on this form. You may discard those receipts.

FLEET VEHICLE USAGE

DATE	FROM	TO	ODOMETER READING START	ODOMETER READING FINISH	TRIP MILEAGE	TOTAL
					0.0	
					0.0	

OTHER EXPENSES

DATE	DESCRIPTION	PAYMENT METHOD	AMOUNT
01/13/15	Airfare - DEN - LAX (Estimated)		400.00

TOTAL FLEET VEHICLE AND OTHER **$ 400.00**

EMPLOYEE REIMBURSEABLE EXPENDITURES

Please attach all supporting receipts to this form.

DATES -->	01/12/15	01/13/15	01/14/15	01/15/15	01/16/15				TOTALS
MEALS									
Breakfast									
Lunch									
Dinner									
TOTAL	-	-	-	-	-	-	-	-	-
LODGING									-
OTHER - Amount									-
Description									

TOTAL REIMBURSABLE EXPENDITURES **$ -**

MILEAGE EXPENSE DETAIL

I.R.S. Mileage Rate - 2014 56.00 cents per mile

DATE	FROM	TO	ODOMETER READING START	ODOMETER READING FINISH	TRIP MILEAGE	TOTAL
	10				0.0	
					0.0	

NOTE: Mileage reimbursements cannot be requested unless a fleet vehicle was NOT available at the time of the travel (attach documentation from Public Works)

TOTAL MILEAGE 0.0 **$ -**

SUMMARY

COUNTY PURCHASING CARD CHARGES		**164.00**
FLEET VEHICLE USAGE AND OTHER EXPENSES		**400.00**
EMPLOYEE REIMBURSEMENT		
Reimbursable Expenses	-	
Mileage Reimbursement	-	
TOTAL EMPLOYEE REIMBURSEMENT (Voucher Total)		-

TOTAL TRAVEL AND TRANSPORTATION EXPENSE:	**Laserfiche Empower 2015 Conference - ESTIMATE**	**$ 564.00**
Total Maximum Allowable per attached Board of County Commissioners' Motion		$ -
Amount Over (Under) Amount Approved		$ 564.00

CERTIFICATION - This form must be printed and manually signed prior to submittal to the Finance Department.

My signature certifies the amounts requested on this reimbursement form are accurate to the best of my knowledge and belief, and that payment has not been received by me from another source.

Employee also certifies and supervisor confirms that employee holds a valid driver's license and carries all insurance coverage required by law on the vehicle used for this travel, if applicable.

Employee Printed Name

Employee Signature Date

Supervisor Signature Date