



2024 Survey Technical Workshop

Breezy Point Conference Center
March 12 - 14

MnDOT EMPLOYEE REGISTRATION FORM

NAME:

PHONE #:

EMAIL ADDRESS:

OFFICE LOCATION:

SUPERVISOR'S SIGNATURE:

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Please fill out the MnDOT Workshop Reg. Form, secure supervisor's signature to approve attendance and give the signed form to your district/metro TDS (Training Development Specialist) so they can register you in Pathlore with "Enrolled" status using Locator **#0000262764**. Other district procedures may need to be followed.
2. **TDS:** Please register your district staff in Pathlore and make arrangements to pay a registration fee of \$50.00 per person, payable by Journal Voucher (JV). **Please indicate JV # in Pathlore.**

When registering employees use the following funding information:

Fin Dept. ID: T7936360, **Approp. No.:** T791493, **Project Number:** T02001, **Source Type:** 0600,

Fund: 2000, **Revenue Source Codes:** 513304 & 4216

Enrollment confirmation will be sent via email. Registrations for MnDOT employees, will be accepted until **February 9, 2024** IF SPACE ALLOWS. Early enrollment is encouraged.

Cancellation Policy - All registration cancellations must be made by **Friday, February 23rd, 2024** for a registration fee refund. Substitutions allowed. (All cancellations must be through the TDS.)

LODGING:

3. Complete Breezy Point Reservation Form and follow the registration process listed on the form. A Special Expense & EIOR will be needed to be completed to secure lodging reservations.

IMPORTANT - Lodging cancellations must be made 30 days or more prior to the employee's reservation date to avoid a \$531.00 cancellation fee.

Journal Voucher (JV) Payment Information: (\$50)

_____ Journal Voucher Payment Number _____ Date

For any questions please contact:

Lorianna Yang at lorianna.yang@state.mn.us