

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jim Ronfeldt Department Police

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Attend Accident Reconstruction Training

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Jacksonville Fla

Date of meeting April 9-20, 2001

Date trip to begin April 8, 2001 Date trip will end April 21, 2001

Method of transportation requested Airline

Estimated transportation cost \$ 632.50

Meals 495.00

Lodging 13 days 650.00

Other costs - description Rental Car 400.00

Tuition 1,090.00

Total estimated cost of trip \$ 3,267.50

Signed Jim Ronfeldt 3/12/01 Date [Signature] 3/13/01
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: [Signature] Date 3-13-01
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy