

CITY OF RAPID CITY  
TRAVEL REQUEST

LF032702-01

Person requesting travel Todd "TJ" Nicolai Department 9202 - FIRE

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

to attend classes "Advanced HazMat Technician" at the Emergency Response Training Center

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

Place of meeting or destination: Pueblo, CO

Date of meeting May 6-10, 2002

Date trip to begin May 5, 2002 Date trip will end May 11, 2002

Method of transportation requested Dept Vehicle

Estimated transportation cost	\$	<u>50.00</u>
Meals		<u>165.00</u>
Lodging <u>6</u> days		<u>279.72</u>
Other costs - description <u>registration</u>		<u>1295.00</u>
<u>Emergency Response Training Center</u>		
Total estimated cost of trip	\$	<u>1789.72</u>

Signed [Signature] Date [Signature] Date 2-20-02  
(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 \_\_\_\_\_  
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