

LF100202-05

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Tieszen 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.)

Hold a Department Meeting at the Civic Center

List all other City employees, if any, making the trip for the same purpose: Approximately 35 police employees and supervisors

Place of meeting or destination: Civic Center - Rapid City

Date of meeting Jan 15, 16, 17 2003

Date trip to begin Jan 15, 2003 Date trip will end Jan 17, 2003

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description Total Expenditure 500.00

Total estimated cost of trip \$ 500.00

Signed *[Signature]*
(person requesting travel)

Date *[Signature]*
(Department Head)

Date 9/15/02

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: _____ 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