

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Mark Enright Department 9202 - HAZMAT

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 HazMat Technician 80-hour classes

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

Place of meeting or destination: Pueblo, CO

Date of meeting March 31-April 11, 2003

Date trip to begin March 30, 2003 Date trip will end April 12, 2003

Method of transportation requested Dept vehicle

Estimated transportation cost	\$	<u>50.00</u>
Meals		<u>892.00</u>
Lodging <u>13</u> days		<u>1254.48</u>
Other costs - description <u>registration x 2</u>		<u>4200.00</u>
<b>Total estimated cost of trip</b>	<b>\$</b>	<b><u>6396.48</u></b>

Signed Mark J Enright (person requesting travel) Date Gary Shepherd (Department Head) Date 2-21-03

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] Mayor Date \_\_\_\_\_

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