

CITY OF RAPID CITY TRAVEL REQUEST

LF041603-01

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.)

Command staff meeting to review 5-yr Strategic Plan and goals

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

15 Command Staff members

Place of meeting or destination: Deadwood, SD

Date of meeting April 24-25, 2003

Date trip to begin April 24, 2003 Date trip will end April March 25, 2003

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals 15 X \$30 450.00

Lodging _____ days _____

Other costs - description _____

Total estimated cost of trip \$ _____

Signed _____ Date _____
(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: _____ 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