

LF121003-09

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Daniel Olson 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 classes for HazMat Technician course at the American Railroad Transportation Center

List all other City employees, if any, making the trip for the same purpose: Richard Broderick, Kevin Hansen

Place of meeting or destination: Pueblo, CO

Date of meeting March 3-12, 2004

Date trip to begin February 29, 2004

Date trip will end March 13, 2004

Method of transportation requested Dept vehicle

Estimated transportation cost

\$ 150.00

Meals

~~21388.00~~ 1017.00

Lodging 13 days

1,800.00

Other costs - description registration x 3

6,300.00

Transportation Technology Center

Total estimated cost of trip

\$ 9,267.00

Signed Daniel S. Olson
(person requesting travel)

Date Gary Stephens
(Department Head)

Date 12-3-03

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: _____ 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