



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

Department of Fire and Emergency Services

10 Main Street
(605) 394-4180
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LF011404-04

January 7, 2004

TO: Maggie Paul, Legal Assistant
FROM: Frankie
RE: Legal and Finance Agenda Item

Please place the following on the next upcoming agenda:

Request for approval for Richard Lehmann, Robert Powell, and Councilman Ron Kroeger to attend the "Wildland Fire 2004" Conference in Reno, NV, March 03-06, 2004.

Estimated costs for the trip are \$3051.00, and a copy of the travel request is attached. Request is made at this time to take advantage of lower rates for registration.

If you have any questions regarding this travel, please direct them to AC Richard Lehmann. Thank you.

Ps--Maggie I will send over a copy of the brochure tomorrow. Call me if you need additional information. I will be sending the travel request to the Mayor's office tomorrow also.

EQUAL OPPORTUNITY EMPLOYER

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Richard Lehmann Department 0202 - 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 "Wildland Fire 2004" Conference

List all other City employees, if any, making the trip for the same purpose: Rob Powell, Councilman
Ron Kroeger

Place of meeting or destination: Reno, NV

Date of meeting March 03-05, 2004

Date trip to begin March 2, 2004 Date trip will end March 6, 2004

Method of transportation requested Air

Estimated transportation cost \$ 1050.00

Meals 426.00

Lodging 4 days x 2 rooms 675.00

Other costs - description registration x 3 900.00

Total estimated cost of trip \$ 3051.00

Signed [Signature] Date [Signature] Date 1-7-04
(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