

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel CHRIS HOLBROOK & CHAD STROBEL 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.)

MANDATORY TRAINING FOR DESIGNATION AS CERTIFIED DEFENSIVE DRIVING INSTRUCTORS THROUGH NAT'L SAFETY COUNCIL (COP/RC ONLY HAS ONE INSTRUCTOR NOW)  
List all other City employees, if any, making the trip for the same purpose: SEE ABOVE

Place of meeting or destination: ST PAUL, MN  
Date of meeting 5-18-04 THROUGH 5-21-04  
Date trip to begin 5-18-04 Date trip will end 5-21-04  
Method of transportation requested AIR PREFERRED

Estimated transportation cost \$ 877 OK JFA  
Meals 264  
Lodging 4 days 320  
Other costs -- description TUITION 600

Total estimated cost of trip \$ 2061

Signed [Signature] 4/2/04 Date [Signature] 4/2/04 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 event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy