

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Pieszen 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.)

Semi Annual Goals Meeting

List all other City employees, if any, making the trip for the same purpose: 15 members of command staff

Place of meeting or destination: Deadwood, SD

Date of meeting May 19-20, 2004

Date trip to begin May 19, 2004 Date trip will end May 20, 2004

Method of transportation requested Dept. Bus

Estimated transportation cost \$ 50.00

Meals \$30 X 16 480.00

Lodging \_\_\_\_\_ days \_\_\_\_\_

Other costs - description \_\_\_\_\_

Total estimated cost of trip \$ 530.00

Signed Craig Pieszen (person requesting travel) Date 4/27/04  
[Signature] (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