

CITY OF RAPID CITY
TRAVEL REQUEST

LF072804-17

Person requesting travel Daniel Ladenburger 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 Investigation of Gas and Electrical Appliance Fires conference in Benton Harbor, MI on November 9-12, 2004

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

Place of meeting or destination: Benton Harbor, MI

Date of meeting November 9-12, 2004

Date trip to begin November 7, 2004 Date trip will end November 14, 2004

Method of transportation requested personal

Estimated transportation cost	\$	<u>150.00</u>
Meals		<u>518.00</u>
Lodging <u>6</u> days		<u>437.60</u>
Other costs - description <u>Tuition \$850 x 2</u>		<u>1700.00</u>

Total estimated cost of trip \$ 2805.60

Signed Daniel Ladenburger Date 7/21/04 T. [Signature] Date 7-21-04
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

Investigation of Gas and Electrical Appliance Fires
 Benton Harbor, Michigan
 Class Dates: November 9-12, 2004
 July 21, 2004 pricing

Costs	1 person	2 people
Tuition:	\$850	\$1700
Motel: 4 nights @ \$55 night	\$237.60 tax included	\$237.60
Total	\$1087.60	\$1937.60
Airfare: Kalamazoo, MI Nov 8-12, 2004	40 miles from Benton Harbor, MI \$412	\$824
Rental Car:	November 8-12, 2004	
Avis	\$178.04	\$178.04
Thrifty	\$176.93	\$176.93
Hertz	\$205.18	\$205.18
Total - Tuition, Motel, Airfare & Car Rental of \$180.00:	\$1679.60	\$2941.60
Meals:	\$144	\$288
Grand Total	\$1823.60	\$3229.60

Drive from RC to Benton Harbor, MI
 Leave Sunday Nov 7 - Return Sunday Nov 14

		1010 Miles
Tuition:	\$850	\$1700
Motel: Benton Harbor	\$237.60	\$237.60
Motel Nov 7 & 12, 2004	\$200	\$200
Total Tuition, Motel, Fuel	\$1287.60	\$2137.60
Meals:	\$259	\$518
Grand Total:	\$1546.60	\$2655.60
Car 4 fuel - estimated Will use fuel card if possible	\$150	\$150

What you get

Your \$850 tuition to "Investigation of Gas and Electric Appliance Fires" includes:

- ✓ 4 full days of intensive, in-lab, hands-on instruction, case histories and live demonstrations.
- ✓ Comprehensive 125-page notebook with material found nowhere else, failure discussions, and component drawings and diagrams. (Many participants say the notebook alone is worth the tuition.)
- ✓ 1-year subscription to *Fire Findings*, fire investigation's newsletter for building successful cases.
- ✓ 4 continental breakfasts and snack breaks on-site all days.
- ✓ Answers to your questions about investigating appliance fires.
- ✓ A certificate recognizing your participation.
- ✓ Optional CFI testing and CEUs available.

Fast, easy registration



Fax

your completed enrollment and credit card or government voucher number to 269-983-7805.**



Phone

for information and openings, 269-983-2113.**



Mail

this completed enrollment to: Fire Findings Laboratories P.O. Box 493 St. Joseph, MI 49085.

Who will attend?

Name DANIEL LADENBURGER
 Title LIEUTENANT
 Organization RAPID CITY DEPARTMENT OF FIRE + EMERGENCY SERVICE
 Street 10 MAN ST
 City/State/ZIP RAPID CITY SD 57701
 Ph (605) 394-5233 FAX (605) 394-5235 E-mail dan.ladenburger@rcyov.org
 Years of experience in fire investigation 6
 Number of hours of origin/cause investigation classes 384
 Brief description of your present career responsibilities REVIEW OF PLANS, CONSULT BURNELL INVESTIGATIONS, COME INTO PREVENTION, INVESTIGATE FIRES, COOS EMPLOYEE
 Which session would you like to attend?
 November 9-12, 2004 April 12-15, 2005 May 10-13, 2005

How do you prefer to pay your tuition?

Check enclosed Government voucher or purchase order enclosed
 Please make payable to Fire Findings Laboratories, L.L.C. (Fed ID # is 38-3320646)
 Bill my credit card (check one) MasterCard Visa Discover
 Card # _____ Exp. date _____
 Cardholder name (please print) _____
 Cardholder signature _____

Hurry! Each session is limited to the first 30 registrants.

For more information and seminar openings, call (269) 983-2113 or fax (269) 983-7805. Check seminar availability before making any hotel, auto or flight reservations.
 **Note: If you dial our area code (269) and can't get connected to us, e-mail info@firefindings.com or fax (269) 983-7805.

Special lodging rates are available.

November session: Call the Holiday Inn Express - Benton Harbor at (269) 927-4599 for a special rate of \$55 per night for double or king rooms. King leisure suites with pull-out sofa bed, microwave and refrigerator are \$75 per night. Spring '05 rates to be determined. Add 8% tax. Free expanded continental breakfast and indoor pool and spa on site. This is a "first-come, first-serve" special rate, so make your reservations early. To get this rate, mention Fire Findings when making a reservation.

For a free visitor information packet and area maps, call the Southwestern Michigan Tourist Council at (269) 925-6301.

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**Phone**

for information and openings, 269-983-2113.**

Spring 2005 sessions
just added.
It's not too early
to enroll!

**Mail**

this completed enrollment to:
Fire Findings Laboratories
P.O. Box 493
St. Joseph, MI 49085.

Who will attend?

Name Damon Hartman
Title LIEUTENANT
Organization RAPID CITY DEPARTMENT OF FIRE & EMERGENCY SERVICES
Street 10 MAIN ST
City/State/ZIP RAPID CITY SD 57701
Ph (605) 394-5233 FAX (605) 394-5235 E-mail damonhartman@rcpd.org
Years of experience in fire investigation 3 1/2
Number of hours of origin/cause investigation classes 328
Brief description of your present career responsibilities INVESTIGATE FIRES, PLAN REVIEWS, SITE INSPECTIONS, CODE ENFORCEMENT.

Which session would you like to attend?

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