

CITY OF RAPID CITY TRAVEL REQUEST

LF090104-04

Person requesting travel Det. Tom Senesac Department Police Dept.

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) MOCIC Conference and Training Session

List all other City employees, if any, making the trip for the same purpose: Capt. Ed Hokkamp, Det. Steve Newell

Place of meeting or destination: Sioux Falls SD.

Date of meeting 9-14-04 to 9-16-04 Date trip will end 9-17-04

Date trip to begin 9-13-04 Method of transportation requested _____

Estimated transportation cost	\$ <u>70.⁰⁰</u>
Meals <u>88 x 3</u>	<u>264.⁰⁰</u>
Lodging <u>60 x 3 / 4 days</u>	<u>720.⁰⁰</u>
Other costs - description <u>Registration Fee</u>	<u>585.⁰⁰</u>
<u>195.⁰⁰ x 3</u>	<u>1639</u>
Total estimated cost of trip	<u>\$ 1639</u>

Signed Tom Senesac #235 Date 9-10-04 (person requesting travel) (Department Head) Date 8/17/04

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