

CITY OF RAPID CITY
TRAVEL REQUEST

LF091504-05

Person requesting travel Jim Frybarger 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 Highway Emergency Response Specialist Course in Pueblo, CO

List all other City employees, if any, making the trip for the same purpose: Rich Broderick

Place of meeting or destination: Pueblo, CO

Date of meeting November 8 - 12, 2004

Date trip to begin November 7, 2004 Date trip will end November 13, 2004

Method of transportation requested Dept. vehicle

Estimated transportation cost	\$	_____
Meals		<u>392.00</u>
Lodging <u>6</u> days \$43/night x 11.7% tax x 2		<u>576.36</u>
Other costs - description <u>registration \$1295 x 2</u>		<u>2590.00</u>
Total estimated cost of trip	\$	<u>3558.36</u>

Signed Jim Frybarger (MWR) Date Garry Shepherd Date 8-31-04
(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



EMERGENCY RESPONSE TRAINING CENTER

INVOICE

TRANSPORTATION TECHNOLOGY CENTER, INC.

P.O. BOX 71130, PUEBLO, CO 81001 U.S.A.

PHONE: (1-800) 933-4882 FAX #84-148384

Attendee Name: JIM FRYBARGER
Course: HER04-06 HIGHWAY EMER RESPONSE SPECIALIST
Date: 08-NOV-04 THRU 12-NOV-04
Location: PUEBLO, CO.

Payment/Cancellation Policy: Payment due prior to class start date. 50% cancellation fee if cancelled 15 or more days prior to class start date. No refund within 15-day period. Substitutions allowed. Rescheduling allowed 15 days prior to class start date and within 12-month period from original class date.

Invoice Number: 96009120
Invoice Date: 25-MAY-04
Your P.O.#: MIKE HOLMES

RAPID CITY, SD, FIRE DEPT.
ATTN: MIKE HOLMES
10 MAIN STREET
RAPID CITY, SD 57701
U.S.A.

Tuition: \$1,295.00
Payment/Credit: \$0.00
Amount. Due (USD): \$1,295.00

REMITTANCE STUB PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96009120
Invoice Date: 25-MAY-04
Attendee Name: JIM FRYBARGER
Course: HER04-06 HIGHWAY EMER RESPONSE SPECIALIST

Tuition: \$1,295.00
Payment/Credit: \$0.00
Amount. Due (USD): \$1,295.00

REMIT TO: TTCI
P.O. Box 79780
Baltimore, MD 21279-0780

CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
ELECTRONIC FUNDS TRANSFER (SUN TRUST BANK - PHONE: 804-270-8208 - ACCT #206849052 - ABA #054 000 522)

CREDIT CARD

VISA/MC AMERICAN EXPRESS
CARD NUMBER

EXPIRATION DATE

[Redacted Card Number and Expiration Date]

CARDHOLDER NAME/ADDRESS:

(Please Print)

SIGNATURE/DATE:

IF THERE IS AN ERROR ON
YOUR INVOICE, CONTACT
PAYMENT 1-800-933-4882

09/07/2004 TUE 9:54 FAX

007/009



EMERGENCY RESPONSE TRAINING CENTER

INVOICE

TRANSPORTATION TECHNOLOGY CENTER, INC.

P.O. BOX 11038, PUEBLO, CO 81001, U.S.A.

PHONE: (1-800) 933-8882 FAX #84-1440384

Attendee Name: RICHARD BRODERICK
Course: HER04-06 HIGHWAY EMER RESPONSE SPECIALIST
Date: 08-NOV-04 THRU 12-NOV-04
Location: PUEBLO, CO.

Payment/Cancellation Policy: Payment due prior to class start date. 50% cancellation fee if cancelled 15 or more days prior to class start date. No refund within 15-day period. Substitutions allowed. Rescheduling allowed 15 days prior to class start date and within 12-month period from original class date.

Invoice Number: 96009121
Invoice Date: 25-MAY-04
Your P.O.#: MIKE HOLMES

RAPID CITY, SD, FIRE DEPT.
ATTN: MIKE HOLMES
10 MAIN STREET
RAPID CITY, SD 57701
U.S.A.

Tuition: \$1,295.00
Payment/Credit: \$0.00
Amount Due (USD): \$1,295.00

REMITTANCE STUB _____ PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96009121
Invoice Date: 25-MAY-04
Attendee Name: RICHARD BRODERICK
Course: HER04-06 HIGHWAY EMER RESPONSE SPECIALIST

Tuition: \$1,295.00
Payment/Credit: \$0.00
Amount Due (USD): \$1,295.00

REMIT TO: TTCI
P.O. Box 79780
Baltimore, MD 21279-0780

CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
ELECTRONIC FUNDS TRANSFER (SUN TRUST BANK - PHONE: 804-270-8208 - ACCT #206849052 - ABA #054 000 522)

CREDIT CARD
VISA/MC AMERICAN EXPRESS
CARD NUMBER

EXPIRATION DATE

CARDHOLDER NAME/ADDRESS: _____
(Please Print)
SIGNATURE/DATE: _____

IF THERE IS AN ERROR ON YOUR INVOICE, CONTACT FAX AT 1-800-933-8882

09/07/2004 TUE 9:54 FAX

008/009



REPORTING INSTRUCTIONS

LOCATION

Classroom sessions and field exercises will be conducted at the Transportation Technology Center, Inc.'s Emergency Response Training Center (TTCI/ERTC) located 25 miles northeast of Pueblo, Colorado. Pueblo is a city of almost 100,000 and is 112 miles south of Denver and 42 miles south of Colorado Springs.

ACCOMMODATIONS

Lodging is available in Pueblo. Special rates are available with the Holiday Inn, 4001 N. Elizabeth, Exit 101, on I-25. **MAKING RESERVATIONS AT THE HOLIDAY INN IS THE RESPONSIBILITY OF THE PARTICIPANT. THIS SHOULD BE DONE EITHER IN WRITING OR BY TELEPHONE, (719) 543-8050, NO LESS THAN TWO (2) WEEKS PRIOR TO THE CLASS DATE. RESERVATIONS SHOULD BE GUARANTEED WITH A CREDIT CARD.** The Holiday Inn has reserved a block of rooms for our participants at the special rate of \$42/single and \$57/double, plus tax. To receive this rate, you must inform them when making your reservations that you are attending a Hazmat Training Course. They will ask for your particular class number (example: HMT00-01). **BE SURE TO CALL THE HOTEL DIRECT. IF YOU USE THEIR 1-800 NUMBER, YOU WILL NOT GET OUR SPECIAL RATE.**

TRANSPORTATION

Participants are responsible for transportation between their home stations and Pueblo. Several major airlines offer service between many cities in the United States/Canada to Denver or Colorado Springs. TNM&O Bus Lines, (719) 544-6295, offers service to Pueblo. There is also a van shuttle service called "Shuttle Service", (1-877) 545-9435, offering service between Colorado Springs and Pueblo. Daily bus transportation between the Holiday Inn and the training center will be provided for all participants. The bus will leave the Holiday Inn at 6:45 a.m. sharp. Students must take the bus service to and from class. Exceptions must be approved by the ERTC Manager 24 hours prior to arrival.

CANCELLATION/RESCHEDULING POLICY

Cancellations: 50% of tuition fee will be retained by TTCI for cancellations made 15 or more business days before class start date. 100% of tuition fee will be retained by TTCI for cancellations made less than 15 business days before class start date. Substitutions are allowed up until the first day of class. **Rescheduling:** Students may reschedule into another class when request for rescheduling is made 15 or more business days before class start date.

CANCELLATIONS AND RESCHEDULING CAN ONLY BE ACCEPTED IN WRITING BY MAIL, FAX, OR EMAIL. (FAX: 719-584-0790 E-MAIL: hazmat_services@aar.com)

REGISTRATION

Upon arriving at the training center, students will complete registration information, will be briefed on safety procedures, and will receive an introduction to the course. We request that course fees be paid prior to the class start date, but payment may be made anytime during the class with a personal check, money order, Visa, MasterCard, American Express, Discover, or Diners Club.