

LF101304-03

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Mike Jordahl Department RCPD

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

Attend the National Forensic Academy at the University of Tennessee

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: U.T. National Forensic Academy, Knoxville, TN

Date of meeting SEPTEMBER 12, 2005

Date trip to begin SEPTEMBER 9, 2005 Date trip will end NOVEMBER 21, 2005

Method of transportation requested City vehicle

Estimated transportation cost \$ 1000.00

Meals 2442.00

Lodging _____ days

Other costs - description _____

Total estimated cost of trip \$ 3442.00

Signed (person requesting travel) Mike Jordahl 9/21/05

(Department Head) [Signature] Date 9/21/05

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