

LF011205-03

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel CLIFF PETERSON 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.)
EVOE INSTRUCTOR SCHOOL IN SHELTON, WA.

List all other City employees, if any, making the trip for the same purpose: SEAN BOYLE

Place of meeting or destination: SHELTON, WA

Date of meeting APR 18-22, 2005

Date trip to begin APR 16, 2005 Date trip will end APR 23, 2005

Method of transportation requested AIR / RENTAL CAR

Estimated transportation cost \$ 900.00

Meals 2 DAYS X 2 PERSONS @ \$33 / DAY / PERSON \$ 132.00

Lodging _____ days _____

Other costs - description TUITION @ SCHOOL \$ 1566.00

INCLUDES LODGING & MEALS

Total estimated cost of trip \$ 12598.00

Signed Cliff Peterson 12/7/04 Date
(person requesting travel)

Sean Boyle Date 12/7/04
(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