

LF011205-04

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel JOHNS, JAMES 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.)

ATTEND CRITICAL INCIDENT TRAINING

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

Place of meeting or destination: LAS VEGAS NV

Date of meeting MARCH 14, 2004

Date trip to begin MARCH 12, 2004 Date trip will end MARCH 17, 2004

Method of transportation requested AIRLINE

Estimated transportation cost \$ 363.90

Meals 165.00

Lodging 5 days 595.00

Other costs - description Registration 695.00

Total estimated cost of trip \$ 1818.90

Signed [Signature] 12/06/04 Date [Signature] Date 12/7/04
(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