

LF020205-26

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel MIKE JORDAHL / JON DICKS 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 "COMPLEX LATENT PRINT EXAMINATION COURSE"

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

Place of meeting or destination: HUNTSVILLE, TX

Date of meeting MARCH 21-23, 2005

Date trip to begin MARCH 18, 2005 Date trip will end MARCH 24, 2005

Method of transportation requested DEPARTMENT VEHICLE

Estimated transportation cost \$ 400

Meals 666

Lodging 9 days / 8 NIGHTS 508

Other costs - description REGISTRATION 700

Total estimated cost of trip \$ 2274

Signed MJJ Date 1-6-05 (person requesting travel)

Signed [Signature] Date 1/24/05 (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

Maggie - Please put on L/F Thanks