

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Tieszen 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.)

Semi annual goals mtg

List all other City employees, if any, making the trip for the same purpose: 14 members of Command

Staff

Place of meeting or destination: Deadwood, SD

Date of meeting April 14, -15, 2005

Date trip to begin April 14, 2005 Date trip will end April 15, 2005

Method of transportation requested Dept Bug

Estimated transportation cost \$ 50.00

Meals \$35 X 14 490.00

Lodging _____ days _____

Other costs - description _____

Total estimated cost of trip \$ 540.00

Signed [Signature] Date [Signature] Date 3/2/05
(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