

LF041305-04

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Dave Stratton 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.) FBI LEADS seminar

List all other City employees, if any, making the trip for the same purpose: Sgt. Deb Cady

Place of meeting or destination: St. Cloud Minnesota

Date of meeting May 16-20, 2005

Date trip to begin May 15, 2005 Date trip will end May 20, 2005

Method of transportation requested City Vehicle

Estimated transportation cost \$ 150.00

Meals 160.00

Lodging 5 days 620.00

Other costs - description Seminar Registration 790.00

Total estimated cost of trip \$ 11,720.00

Signed Dave Stratton 3/16/05 Date 3/19/05
(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

Maggie - Please put on next Legal Finance Agenda - Thanks Pam