

LF041305-07



RAPID CITY DEPARTMENT OF FIRE & EMERGENCY SERVICES



FAX COVER SHEET

DELIVER TO: Maggie Paul

TELEPHONE: _____

FAX NUMBER: 394-6633

FROM: Misty Daniels

**RAPID CITY DEPARTMENT OF FIRE & EMERGENCY SERVICES
10 MAIN STREET
RAPID CITY, SD 57701-2832
PHONE (605) 394-4180
FAX (605) 394-6754**

DATE: 3/31/05

TOTAL PAGES INCLUDING THIS COVER SHEET: 2

COMMENTS: Please put following request on L&F agenda. It is for Chief Shepherd + Mike Thompson to attend Missouri Valley Fire Conference in Columbia, mo in July (6-9). Total amount to approve should be \$2500.00 (just in case). They fly into RCI + have to drive/thank you!
129 miles via rental car to Columbia. - Misty

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Gary Shepherd Department 0202 - FIRE

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

To attend 2005 Missouri Valley Conference in Columbia, MO

List all other City employees, if any, making the trip for the same purpose: Michael Thompson (0890)

Place of meeting or destination: Columbia, MO

Date of meeting July 7-8, 2005

Date trip to begin July 6, 2005 Date trip will end July 9, 2005

Method of transportation requested Airline

Estimated transportation cost	\$	<u>833.60</u>
Meals		<u>178.00</u>
Lodging <u>3</u> days <u>85.95 x 11.35% tax x 3 nights</u>		<u>574.20</u>
Other costs - description <u>Rental Car (estimate)</u>		<u>200.00</u>
<u>Conference Registration</u>		<u>450.00</u>
Total estimated cost of trip	\$	<u>2,235.80</u>

Signed _____ Date _____ Date _____
(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