

### CITY OF RAPID CITY TRAVEL REQUEST

LF083105-07

Person requesting travel Steve Allender 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.)

MOCIC Conference - A training and networking conference in which over 500 Regional Law Enforcement officers participate annually.

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

Tom Senesac, Ed Holkamp

Place of meeting or destination: Lake of The Ozarks, MO

Date of meeting 9-27 through 9-29, 2005

Date trip to begin 9-25-05 Date trip will end 10-1-05

Method of transportation requested City Vehicle

Estimated transportation cost \$ 168.00

Meals 344.00

Lodging 6 days x 2 Rooms 996.00

Other costs - description Registration 210.00

Total estimated cost of trip \$ 1718.00

Signed Steve Allender 8-22-05 Date [Signature] Date 8/22/05  
(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 L/F Agenda.  
Thanks. Pam  
8/22/05*

*6633*