

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Tiaszan 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.)

Annual Department meeting

List all other City employees, if any, making the trip for the same purpose: 35 (approx) members
of PD

Place of meeting or destination: Civic Center

Date of meeting Jan 11-13, 2006

Date trip to begin Jan 11, 2006 Date trip will end Jan 13, 2006

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description Meals/Fees _____

500.00

Total estimated cost of trip \$ 500.00

Signed Craig Tiaszan Date _____ (person requesting travel)
Craig Tiaszan Date _____ (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