

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.)

Some goals planning mtg

List all other City employees, if any, making the trip for the same purpose: 18 Command Staff Mtu

Place of meeting or destination: Deadwood, SD

Date of meeting May 3-4, 2006

Date trip to begin May 3, 06 Date trip will end May 4, 06

Method of transportation requested Dept Bus

Estimated transportation cost \$ 50.00

Meals \_\_\_\_\_

Lodging \_\_\_\_\_ days

Other costs - description #60 per person included

meals and lodging 60 x 18 1080.00

Total estimated cost of trip \$ 1130.00

Signed [Signature] Date 5/1/06 (person requesting travel) [Signature] Date 5/1/06 (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