

CITY OF RAPID CITY TRAVEL REQUEST

LF031506-02

Person requesting travel Jon Dicks 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.) Attend National Forensic Academy

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

Place of meeting or destination: U. of TENN / NEA - Knoxville, TN

Date of meeting Sept 11, 2006 thru Nov. 17, 2006

Date trip to begin Sept 8, 2006 Date trip will end Nov. 20, 2006

Method of transportation requested City vehicle

Estimated transportation cost \$ 500.00

Meals 2736.00

Lodging 6 days 420.00

Other costs - description TUITION FEE 3250.00

Total estimated cost of trip \$ 6906.00

Signed [Signature] 2/22/06 Date [Signature] 2/22/06 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

2/28/06 -

Maggie - Please put on next L/F agenda

Thanks - Pam