

CITY OF RAPID CITY  
TRAVEL REQUEST

LF051006-01

Person requesting travel ANDREW SUMMERS 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.)

SPECIALTY MUNITIONS INSTRUCTOR COURSE: ADDS LESS THAN-LETHAL OPTIONS FOR THE RCPD/PCSO SPECIAL RESPONSE TEAM

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: DUPLAND CO

Date of meeting JUNE 26-30, 2006

Date trip to begin JUNE 25, 2006 Date trip will end 1 July 2006

Method of transportation requested PD TRAVEL CAR

Estimated transportation cost	\$ 120.00
Meals	756.00
Lodging <u>10</u> days	458.94
Other costs - description <u>COURSE COST</u>	804.00

Total estimated cost of trip \$ 2138.94

Signed Andrew Summers 379 04-08-06 Date [Signature] Date 4/24/06  
(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.  
4/25/06*

T-205 P001/001 F-756  
605-394-6854  
04-25-'06 11:23 FROM-RCPD/PCSO Admin