

CITY OF RAPID CITY TRAVEL REQUEST

LF053106-33

Person requesting travel Thomas Vieger 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 FBI National Academy in Quantico, Virginia

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

Place of meeting or destination: Quantico, Virginia

Date of meeting 07-09-06 thru 09-15-06

Date trip to begin 07-09-06 Date trip will end 09-18-06

Method of transportation requested Private Vehicle

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days 50:round

Other costs - description _____ 1500.00

Total estimated cost of trip \$ 1500.00

Signed [Signature] Date [Signature] Date 5/2/06
(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

4/23/06

Maggie - Can you put on next L/F agenda?
Thanks Pam