

CITY OF RAPID CITY TRAVEL REQUEST

LF071206-04

Person requesting travel Steve Allen 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.)

TO Attend The National Community Policing Seminar Sponsored by The U.S. Dept. of Justice

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

Place of meeting or destination: Washington D.C.

Date of meeting July 27-29, 2006

Date trip to begin July 26 Date trip will end July 29

Method of transportation requested Air

Estimated transportation cost \$ 1030.40
Meals 272.00
Lodging 3 days 577.08
Other costs - description

Total estimated cost of trip \$ 1879.48

Signed Steve Allen 7-3-06 Date (person requesting travel)
P. Senesac Date 7/3/06 (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

Maggi - Please put on next C/F agenda
Thanks - Pam