

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel MARC SLACK 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.)

FOR DR. HANCOCK TRAINING in Colorado

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

Place of meeting or destination: FT. Collins Colorado

Date of meeting August 7, 2006

Date trip to begin August 6, 2006 Date trip will end August 25, 2006

Method of transportation requested CAR

Estimated transportation cost \$ 416.<sup>25</sup>

Meals 624.<sup>00</sup>

Lodging 15 days 733.<sup>93</sup>

Other costs - description Training 1,500.<sup>00</sup>

Total estimated cost of trip \$ ~~1,774.23~~ 3,274.23

Signed [Signature] 8/26 Date [Signature] Date 8/26  
(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