

CITY OF RAPID CITY TRAVEL REQUEST

LF080206-10

Person requesting travel Det. Stephen Nevill 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.)

MOCTE Annual Conference

List all other City employees, if any, making the trip for the same purpose: Capt. Alexander, Sgt. [unclear]

Place of meeting or destination: Wichita, P.C.

Date of meeting 8/22/06 - 8/25/06

Date trip to begin 8/22/06 Date trip will end 8/26/06

Method of transportation requested

Estimated transportation cost \$ 300.00

Meals 756.00

Lodging 6 days 1,456.00

Other costs - description Fees 420.00

Total estimated cost of trip \$ 2,934.00

Signed [Signature] Date [Signature] Date [Signature] (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 agenda. Thanks Pam 7/7/06