

CITY OF RAPID CITY TRAVEL REQUEST

LF080206-11

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.)

LESS LETHAL INSTRUCTOR COURSE - TRAINING IN LESS LETHAL AND CHEMICAL MUNITIONS TO GIVE SGT LEADERS AN ADDITIONAL LESS LETHAL OPTION TO END A SITUATION

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

Place of meeting or destination: BILLINGS, MT

Date of meeting AUG 28 - SEP 1

Date trip to begin AUG 27 Date trip will end SEP 2

Method of transportation requested PD TRAVEL CAR

Estimated transportation cost \$ 120⁰⁰

Meals 252⁰⁰

Lodging 7 days 516⁰⁰

Other costs - description COURSE COST 895⁰⁰

Total estimated cost of trip 1783⁰⁰

Signed Andrew Summers (person requesting travel) Date 07-12-06
Signed [Signature] (Department Head) Date 7/14/06

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

*7/17/06 -
Magge, Please put on next L/F agenda.
Thanks Ben*