

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel CRAIG TIESZEN 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.)

ANNUAL GOALS MEETING

List all other City employees, if any, making the trip for the same purpose: Approx 35 Staff members

Place of meeting or destination: RC, SD - Civic Center

Date of meeting JAN 10-12, 2007

Date trip to begin JAN 10, 07 Date trip will end JAN 12, 07

Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_ days \_\_\_\_\_

Other costs - description Flat fee for Room Expenses 500.00

CATERING \_\_\_\_\_

Total estimated cost of trip \$ 500.00

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