

CITY OF RAPID CITY TRAVEL REQUEST

LF092706-18

Person requesting travel Ray Cornford 154 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.)

The CALEA Conference training for this cycle is in Reno, NV. In 2007, May we will be going through our reaccreditation process. List all other City employees, if any, making the trip for the same purpose:

Place of meeting or destination: Reno, NV

Date of meeting 11/15-18/06

Date trip to begin 11/14/06 Date trip will end 11/18/06

Method of transportation requested Airplane

Estimated transportation cost \$ 605.00

Meals 140.00

Lodging 4 days 567.00

Other costs - description Registration 420.00

Total estimated cost of trip \$ 1672.00

Signed [Signature] 9/21/06 Date [Signature] 9/21/06 Date (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

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