

CITY OF RAPID CITY  
TRAVEL REQUEST

LF 110106-38

Person requesting travel Chris DeGroot 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.)

To attend Taser instructor training in St. Paul, MN

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

Don Hedrick

Place of meeting or destination: St. Paul, MN

Date of meeting NOV 13-14, 2006

Date trip to begin NOV 12 Date trip will end NOV 15

Method of transportation requested City Vehicle

Estimated transportation cost \$ 115.-

Meals 3 days (two rooms) 351

Lodging 3 days (two rooms) 600

Other costs - description Tuition 675

Total estimated cost of trip \$ 1741.00

Signed Chris DeGroot Date 11/1/06  
(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

**RAPID CITY POLICE DEPARTMENT  
MEMORANDUM**

October 19, 2006

MEMO TO: Capt. Allender

FROM: Lt. Cady 

SUBJECT: Taser Instructor School

I have located a two day Taser instructor school in St. Paul, Minnesota on November 13<sup>th</sup>-14<sup>th</sup>, 2006. The officers would need to travel on Sunday the 12<sup>th</sup> and I anticipate they would return on Wednesday the 15<sup>th</sup>. It is approximately a nine hour drive to St. Paul and I assume they would be in class all day on the 14<sup>th</sup>. Based on this my projected costs for sending three officers is as follows:

Tuition \$225 per student = \$675

Motel Rooms (2) for 3 nights at \$100 each per night = \$600

Per Diem = Nov 12<sup>th</sup> \$84  
              Nov 13<sup>th</sup> \$108  
              Nov 14<sup>th</sup> \$108  
              Nov 15<sup>th</sup> \$51  
                          - \$351

Fuel - \$115.00

**TOTAL COST: \$1,741**

