

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Deb Cady 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.)

Attend the seminar - Managing Police Discipline

List all other City employees, if any, making the trip for the same purpose: Lt. Doug Thrash,

Sgt. Elias Diaz

Place of meeting or destination: Las Vegas, Nevada

Date of meeting March 26-28, 2007

Date trip to begin March 23, 2007 Date trip will end March 28, 2007

Method of transportation requested Airline

Estimated transportation cost \$ 509.40

Meals 324.00

Lodging 5 days 1004.52

Other costs - description Seminar Registration 1,215.00

\$405 per person

Total estimated cost of trip \$ 3052.92

Signed Deborah J. Cady 1-16-07 Date 1/16/07

(person requesting travel)

[Signature] Date 1/16/07  
(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

1/16/07  
Maggie - Here is the revised request for Deb Cady & them. Please put on next 4/F. Thanks - Pam