

CITY OF RAPID CITY
TRAVEL REQUEST

LF022807-09

Person requesting travel Mark Kirchgesler Department Fire 0202

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

FDIC Conference

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

Place of meeting or destination: Indianapolis, IN

Date of meeting 4/17/07-4/21/07

Date trip to begin 4/16/07 Date trip will end 4/21/07

Method of transportation requested Air

Estimated transportation cost \$ 1050.00

Meals 254.00

Lodging 4 days \$125.35/night x 6 752.10

Other costs - description Registration 330.00

Total estimated cost of trip \$ 2386.10

Signed _____ Date Garry Shypho Date 2-20-07
(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

RCDF&ES General Applications for Course Attendance & Request for Travel / Expenses

Name: Mark Kirchgaster Signature: Mark A Kirchgaster Today's Date: 1/30/07

Full Course / Event Name: FDIC

Event Dates: April 17-20, 2007 Travel Dates: Date Leaving 4/17/07 Time Leaving _____
Date Returning 4/21/07 Time in RC _____

Event Location: Rapid City Indianapolis, Indiana

Reasons for Requesting Course: Required For Promotion Required For Apprenticeship Required For Current Position
 Other Increase knowledge
Approved: B/C or Division Chief Education Chief
Denied: B/C or Division Chief Education Chief
Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: To be determined

I am Requesting:

On Duty Time: Dates & Times April 17-20, 2007 Overtime Pay for _____ Hours
Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ 220⁰⁰ before 3/13/07 \$270 after 3/13/07
 I will pay and be reimbursed later.
 I will have them bill the Department
 It will need to be paid before I go PO accepted for preregistration before 4/4/07
or I need to take a check with me onsite registration after 4/11/07
 Registration / Tuition will be paid by: _____

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ 500⁰⁰ - 530⁰⁰

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: 4/17/07

I am available to return at: 4/21/07

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ 600 Approximately,

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of April 17

Through the night of April 20

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. _____

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast 5

Lunch 5

Supper 4

I will be attending the NFA and will need a check for \$ _____

I will not need meals

Other Expenses:

I need to rent a car for _____ days at an approximate cost of \$ _____ per day.

I have other expenses. They are:

I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.

Please list any special needs required for your attendance at this Conference / Course

2

**FDIC 2007
EVENT REGISTRATION**

Attendee Name: Mark Kirchgesser
Phone: 605-394-4180
Badge ID: _____

ATTENDEE INFORMATION (Enter this information as you would like it to appear on your badge)

First Name: Mark Last Name: Kirchgesser Title: Captain
Department/Company (Maximum 30 Characters): Rapid City Fire
Address (To mail badge and conference information): 10 Main St.
Address 2: _____ Country: USA
City: Rapid City State: SD Zip: 57701
Phone: (605) 394-4180 Fax: (605) 394-0754 E-mail (Confirmations will be sent via email, if a unique email address is given.): mark.kirchgesser@rcgov.org

- Rank/Title**
- (01) Chief of Depart.
 - (02) Staff Chief
 - (03) Other Officer
 - (04) Firefighter
 - (05) Training Officer
 - (07) Firefighter/Paramedic
 - (08) Firefighter/EMT
 - (06) Other (please specify) _____

- Do you read Fire Engineering?**
- (01) Yes (02) No
- If yes, whose copy do you read?**
- (01) I subscribe (03) I read a co-worker's copy

- Job Function (Check all that apply)**
- (01) Management
 - (02) Training
 - (03) Prevention
 - (04) Suppression
 - (05) Investigation
 - (06) Maintenance
 - (07) Communication
 - (08) Public Education
 - (09) EMS
 - (10) Haz Mat
 - (11) Rescue
 - (13) Wildfire
 - (12) Other (please specify) _____

How many years have you attended FDIC? 1

- Purchasing Responsibility**
- (04) Approve
 - (01) Purchase
 - (02) Recommend
 - (03) Specify

- I am visiting the FDIC 2007 exhibits to obtain information on: (Check all that apply)**
- (01) Apparatus
 - (02) Apparatus Accessories
 - (03) Protective Clothing
 - (04) SCBA and Supplies
 - (05) Education/Colleges/Training Services
 - (06) Tools
 - (07) Communications
 - (08) Nozzles, Hoses, Reels
 - (19) Ambulances
 - (10) Computer Services/Software
 - (11) Financial Institutions
 - (12) Haz Mat
 - (13) Rescue Tools and Equipment
 - (14) EMS Equipment & Supplies
 - (15) Confined Space
 - (16) Diving and Water Rescue
 - (17) Helmets and Accessories
 - (18) Fans/Generators
 - (19) Ropes, Chains, Safety Belts and Accessories
 - (20) Personal Safety Devices/Accountability Systems
 - (21) Pumps/Gauges
 - (22) Environmental Foams/Extinguishing Agents
 - (23) Monitors and Detectors
 - (24) Sirens, Lights, Alarms & Signaling Devices
 - (25) Insurance
 - (26) Laboratory Testing/Product Testing Services
 - (27) Publications/Trade Newsletters and Magazines
 - (28) Books and Videos
 - (29) Thermal Imaging Cameras
 - (30) Trade Associations
 - (31) Exhaust Removal Systems/Product

- Are you a member of a purchasing committee?**
- (1) Yes (0) No

- Type of Department**
- (01) Volunteer
 - (02) Career
 - (03) Combination Career/Vol
 - (04) Industrial
 - (05) Military
 - (06) Other (please specify) _____

- Population Served by Department**
- (01) Under 2,500
 - (02) 2,501-10,000
 - (03) 10,001-25,000
 - (04) 25,001-75,000
 - (05) 75,001-150,000
 - (06) Over 150,000

Attendee Name: Mark Kirchgesser
 Phone: 605-394-4130
 Badge ID: _____

CONFERENCES & EXHIBITS REGISTRATION FORM

Hands-On Training Evolutions & Workshops are reserved when payment is received. Class sizes are limited - register early! If you are registering for H.O.T. Evolutions or Workshops, complete the entire form on the opposite page and send with your registration.

Pricing from Registration Page 3 should be added to any additional conference fees and totals at the bottom of this form.

CONFERENCE FEES

(Please select only one of the following)

- | | Fully paid
on or before
3/13/07 | Fully paid
after
3/13/07 |
|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Hands-On Training Full Package
<i>Includes general sessions, classrooms & exhibits.
Allows up to 16 hours of HOT Evolutions and/or Workshops
at additional costs listed on Registration pg 3.</i> | \$410* | \$510* |
| <input type="checkbox"/> Two Day Hands-On Training Only
<i>Includes general sessions and exhibits.
Allows up to 16 hours of HOT Evolutions and/or Workshops
at additional costs listed on Registration pg 3.</i> | \$120* | \$150* |
| <input checked="" type="checkbox"/> Full Conference
<i>Includes general sessions, classrooms & exhibits</i> | \$410 | \$510 |
| <input type="checkbox"/> One Day Conference
<i>Includes general session, classrooms & all three days of exhibits</i>
<input type="checkbox"/> Wed., April 18 <input type="checkbox"/> Thurs., April 19 OR <input type="checkbox"/> Fri., April 20 | \$220 | \$270 |
| <input type="checkbox"/> Exhibit Package
<i>Includes all exhibit days, Thurs. - Sat., April 19 - 21</i> | \$60 | \$60 |
| <input type="checkbox"/> One Day Exhibits Only
<i>Includes exhibits on selected day only.</i>
<input type="checkbox"/> Thurs., April 19 <input type="checkbox"/> Fri., April 20 OR <input type="checkbox"/> Sat., April 21 | \$30 | \$40 |
| <input type="checkbox"/> Spouse Exhibits Only
<i>Includes all exhibit days, Thurs. - Sat., April 19 - 21</i> | \$15 | \$15 |

Name for Badge: Mark Kirchgesser

*** PRICE DOES NOT INCLUDE THE COST OF
INDIVIDUAL H.O.T. EVOLUTIONS/WORKSHOPS.**

Conference Fee \$ 410⁰⁰
 Hands-On Training Class Price from Registration Page 3 \$ _____
 Total Due \$ 410⁰⁰

PAYMENT

All reservations must be paid in full prior to conference for admittance.

- Enclosed is a check payable to FDIC.
 Enclosed is a signed purchase order with credit card guarantee.
Please include credit card number below.
- Charge my credit card: MasterCard Visa
 American Express Discover

Card number _____
 Exp. date _____
 Name on card _____
 Signature _____

Mail or Fax Your Registration

Mail to:
 2007 Fire Department Instructors Conference
 c/o FDIC/PennWell Registration
 P.O. Box 973059, Dallas, TX 75397-3059

Fax to:
 +1-888-299-8057 or +1-918-831-9161

Questions? Please call:
 +1-888-299-8016 or +1-918-831-9160

Cancellation Policy

Cancellations must be received **in writing** before March 13, 2007, in order to receive a refund, minus a \$50 administrative charge. After March 13, 2007, refunds are not available. Substitutions may be made at any time by notifying the registration office in writing.

Fire Engineering Subscription

- Your registration fee includes a 12-month subscription to *Fire Engineering*. Check here if you DO NOT wish to receive the subscription. Spouses are not eligible for free subscription.

SOURCE CODE:

Schedule at a Glance

SUNDAY, APRIL 15, 2007	H.O.T. Instructor Registration	4:00 pm – 7:00 pm
	H.O.T. Attendee Registration	5:00 pm – 7:00 pm
MONDAY, APRIL 16, 2007	Attendee Registration	6:00 am – 5:00 pm
	H.O.T. Evolutions Staging/Bus Loading	6:30 am
	H.O.T. Evolutions and Workshops	8:00 am – 5:00 pm
	Exhibitor Registration	1:00 pm – 5:00 pm
TUESDAY, APRIL 17, 2007	Attendee Registration	6:00 am – 5:00 pm
	Exhibitor Registration	6:00 am – 6:00 pm
	H.O.T. Evolutions Staging/Bus Loading	6:30 am
	H.O.T. Evolutions and Workshops	8:00 am – 5:00 pm
WEDNESDAY, APRIL 18, 2007	Attendee Registration	7:30 am – 5:00 pm
	Exhibitor Registration	7:30 am – 8:00 pm
	Opening Ceremony/General Session	8:30 am – 10:00 am
	Classroom Sessions	10:30 am – 6:45 pm
THURSDAY, APRIL 19, 2007	Attendee Registration	7:00 am – 7:00 pm
	Exhibitor Registration	7:00 am – 7:00 pm
	General Session	8:30 am – 10:00 am
	Exhibitor Appreciation Breakfast	8:30 am – 10:30 am
	Classroom Sessions	10:30 am – 4:45 pm
	All Exhibits Open	2:00 pm – 7:00 pm
FRIDAY, APRIL 20, 2007	Attendee Registration	7:30 am – 5:30 pm
	Exhibitor Registration	7:30 am – 5:30 pm
	Classroom Sessions	8:30 am – 12:15 pm
	All Exhibits Open	9:30 am – 5:30 pm
SATURDAY, APRIL 21, 2007	Attendee Registration	8:00 am – 3:00 pm
	All Exhibits Open	9:00 am – 3:00 pm
	Harley Davidson Giveaway	2:30 pm

RCDF&ES General Applications for Course Attendance & Request for Travel / Expenses

Name: Randy Rave Signature: Randy Rave Today's Date: 2-9-07

Full Course / Event Name: Fire Department Instructor Conference + Exhibition

Event Dates: 4-16 Thru 21-07 Travel Dates: Date Leaving 4-19-07 Time Leaving _____

Date Returning 4-21-07 Time in RC _____

Event Location: Rapid City Indianapolis, IN

Reasons for Requesting Course: Approved: B/C or Division Chief

Required For Promotion Education Chief

Required For Apprenticeship Denied: B/C or Division Chief

Required For Current Position Education Chief

Other Trade Show + Networking Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: Mark Kirchgaster

I am Requesting:

On Duty Time: Overtime Pay for _____ Hours
Dates & Times 4-19, 4-20 Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ 60⁰⁰
 I will pay and be reimbursed later.
 I will have them bill the Department
 It will need to be paid before I go
 I need to take a check with me
 Registration / Tuition will be paid by: _____

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**FDIC 2007
EVENT REGISTRATION**

Attendee Name: Randy Rave
 Phone: 605-394-4180
 Badge ID: _____

ATTENDEE INFORMATION (Enter this information as you would like it to appear on your badge)

First Name: Randy Last Name: Rave Title: Maintenance Supervisor
 Department/Company (Maximum 30 Characters): Rapid City Dept. of Fire & Emergency Services
 Address (To mail badge and conference information): 10 Main Street
 Address 2: _____ Country: Pennington
 City: Rapid City State: SD Zip: 57701
 Phone: 605-394-4180 Fax: 605-394-6754 E-mail (Confirmations will be sent via email, if a unique email address is given.): randy.rave@rcgov.org

Rank/Title

- (01) Chief of Depart.
- (02) Staff Chief
- (03) Other Officer
- (04) Firefighter
- (05) Training Officer
- (07) Firefighter/Paramedic
- (08) Firefighter/EMT
- (06) Other Maintenance Supervisor
(please specify)

Do you read Fire Engineering?

- (01) Yes
- (02) No

If yes, whose copy do you read?

- (01) I subscribe
- (03) I read a co-worker's copy

Job Function (Check all that apply)

- (01) Management
- (02) Training
- (03) Prevention
- (04) Suppression
- (05) Investigation
- (06) Maintenance
- (07) Communication
- (08) Public Education
- (09) EMS
- (10) Haz Mat
- (11) Rescue
- (13) Wildfire
- (12) Other _____
(please specify)

How many years have you attended FDIC? _____

I am visiting the FDIC 2007 exhibits to obtain information on: (Check all that apply)

- (01) Apparatus
- (02) Apparatus Accessories
- (03) Protective Clothing
- (04) SCBA and Supplies
- (05) Education/Colleges/Training Services
- (06) Tools
- (07) Communications
- (08) Nozzles, Hoses, Reels
- (09) Ambulances
- (10) Computer Services/Software
- (11) Financial Institutions
- (12) Haz Mat
- (13) Rescue Tools and Equipment
- (14) EMS Equipment & Supplies
- (15) Confined Space
- (16) Diving and Water Rescue
- (17) Helmets and Accessories
- (18) Fans/Generators
- (19) Ropes, Chains, Safety Belts and Accessories
- (20) Personal Safety Devices/Accountability Systems
- (21) Pumps/ Gauges
- (22) Environmental Foams/Extinguishing Agents
- (23) Monitors and Detectors
- (24) Sirens, Lights, Alarms & Signaling Devices
- (25) Insurance
- (26) Laboratory Testing/Product Testing Services
- (27) Publications/Trade Newsletters and Magazines
- (28) Books and Videos
- (29) Thermal Imaging Cameras
- (30) Trade Associations
- (31) Exhaust Removal Systems/Product

Purchasing Responsibility

- (04) Approve
- (01) Purchase
- (02) Recommend
- (03) Specify

Are you a member of a purchasing committee?

- (1) Yes
- (0) No

Type of Department

- (01) Volunteer
- (02) Career
- (03) Combination Career/Vol
- (04) Industrial
- (05) Military
- (06) Other _____
(please specify)

Population Served by Department

- (01) Under 2,500
- (02) 2,501-10,000
- (03) 10,001-25,000
- (04) 25,001-75,000
- (05) 75,001-150,000
- (06) Over 150,000

4 FDIC 2007 EVENT REGISTRATION

Attendee Name: Randy Raue
 Phone: 605-394-4180
 Badge ID: _____

CONFERENCES & EXHIBITS REGISTRATION FORM

Hands-On Training Evolutions & Workshops are reserved when payment is received. Class sizes are limited - register early! If you are registering for H.O.T. Evolutions or Workshops, complete the entire form on the opposite page and send with your registration.

Pricing from Registration Page 3 should be added to any additional conference fees and totals at the bottom of this form.

CONFERENCE FEES

(Please select only one of the following)

	Fully paid on or before 3/13/07	Fully paid after 3/13/07
<input type="checkbox"/> Hands-On Training Full Package <i>Includes general sessions, classrooms & exhibits. Allows up to 16 hours of H.O.T. Evolutions and/or Workshops at additional costs listed on Registration pg 3.</i>	\$410*	\$510*
.....		
<input type="checkbox"/> Two Day Hands-On Training Only <i>Includes general sessions and exhibits. Allows up to 16 hours of H.O.T. Evolutions and/or Workshops at additional costs listed on Registration pg 3.</i>	\$120*	\$150*
.....		
<input type="checkbox"/> Full Conference <i>Includes general sessions, classrooms & exhibits</i>	\$410	\$510
.....		
<input type="checkbox"/> One Day Conference <i>Includes general session, classrooms & all three days of exhibits</i> <input type="checkbox"/> Wed., April 18 <input type="checkbox"/> Thurs., April 19 OR <input type="checkbox"/> Fri., April 20	\$220	\$270
.....		
<input checked="" type="checkbox"/> Exhibit Package <i>Includes all exhibit days, Thurs. - Sat., April 19 - 21</i>	\$60	\$60
.....		
<input type="checkbox"/> One Day Exhibits Only <i>Includes exhibits on selected day only.</i> <input type="checkbox"/> Thurs., April 19 <input type="checkbox"/> Fri., April 20 OR <input type="checkbox"/> Sat., April 21	\$30	\$40
.....		
<input type="checkbox"/> Spouse Exhibits Only <i>Includes all exhibit days, Thurs. - Sat., April 19 - 21</i>	\$15	\$15

Name for Badge: Randy Raue

PAYMENT

All reservations must be paid in full prior to conference for admittance.

- Enclosed is a check payable to FDIC.
- Enclosed is a signed purchase order with credit card guarantee.
Please include credit card number below.
- Charge my credit card: MasterCard Visa
 American Express Discover

Card number _____
 Exp. date _____
 Name on card _____
 Signature _____

Mail or Fax Your Registration

Mail to:
 2007 Fire Department Instructors Conference
 c/o FDIC/PennWell Registration
 P.O. Box 973059, Dallas, TX 75397-3059

Fax to:
 +1-888-299-8057 or +1-918-831-9161

Questions? Please call:
 +1-888-299-8016 or +1-918-831-9160

Cancellation Policy

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Fire Engineering Subscription

- Your registration fee includes a 12-month subscription to *Fire Engineering*. Check here if you DO NOT wish to receive the subscription. Spouses are not eligible for free subscription.

*** PRICE DOES NOT INCLUDE THE COST OF
INDIVIDUAL H.O.T. EVOLUTIONS/WORKSHOPS**

Conference Fee \$ 60.00
 Hands-On Training Class Price from Registration Page 3 \$ _____
 Total Due \$ 60.00

SOURCE CODE:

Schedule at a Glance

SUNDAY, APRIL 15, 2007	H.O.T. Instructor Registration	4:00 pm - 7:00 pm
	H.O.T. Attendee Registration	5:00 pm - 7:00 pm
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TUESDAY, APRIL 17, 2007	Attendee Registration	6:00 am - 5:00 pm
	Exhibitor Registration	6:00 am - 6:00 pm
	H.O.T. Evolutions Staging/Bus Loading	6:30 am
	H.O.T. Evolutions and Workshops	8:00 am - 5:00 pm
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	Classroom Sessions	10:30 am - 6:45 pm
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	Exhibitor Appreciation Breakfast	8:30 am - 10:30 am
	Classroom Sessions	10:30 am - 4:45 pm
	All Exhibits Open	2:00 pm - 7:00 pm
FRIDAY, APRIL 20, 2007	Attendee Registration	7:30 am - 5:30 pm
	Exhibitor Registration	7:30 am - 5:30 pm
	Classroom Sessions	8:30 am - 12:15 pm
	All Exhibits Open	9:30 am - 5:30 pm
SATURDAY, APRIL 21, 2007	Attendee Registration	8:00 am - 3:00 pm
	All Exhibits Open	9:00 am - 3:00 pm
	Harley Davidson Giveaway	2:30 pm

2007 Fire Department Instructors Conference
c/o Preferred Convention Services
1990 East Grand Boulevard Suite 150
El Segundo, CA 90245

Date: 02/13/2007

ATTN: Cheryl Aldridge
605) 394 6154

Sheryl Aldridge
RAPID CITY DEPT OF FIRE & EMERGENCY SERVICES
10 Main Street
Rapid City, SD 57701

2007 Fire Department Instructors Conference Reservation Confirmation

Reservation #: FD0700070133

Status: NEW

Hotel: Days Inn Airport

Hotel Confirmation #: TBD

Address: 5860 Fortune Circle West
Indianapolis, IN 46241

Guest 1: Randy Raue

Arr: 04/19/2007

Dep: 04/21/2007

Room Type: King(Single)

Room types cannot be guaranteed. The hotel will make every effort to accommodate your request.

Room Rate: \$109.00

Room Tax: 15.0000%

\$125.35/night

Special Requests: Non-smoking

Guaranteed By:

CXL Policy: 7 days prior to arrival

Check-In: 3:00

Check-Out: 12:00

This information is being forwarded to the hotel. If any changes are required, please contact us at 888.472.7462 or 310.235.2647 or email us at reservations@preferred1.com. You can also view your reservation information online at http://www.preferred1.com/reserve_lookup.asp

The credit card used to guarantee this reservation will not be charged in advance. If you need to cancel your reservation, please make sure it is done prior to the hotel's cancellation policy of 7 days or less from arrival, to avoid a no-show charge. All reservations canceled less than 30 days prior to arrival will be assessed a \$30 processing fee.

Thank you.

2007 Fire Department Instructors Conference
c/o Preferred Convention Services
1990 East Grand Boulevard Suite 150
El Segundo, CA 90245

Date: 02/13/2007

Sheryl Aldridge
RAPID CITY DEPT OF FIRE & EMERGENCY SERVICES
10 Main Street
Rapid City, SD 57701

2007 Fire Department Instructors Conference Reservation Confirmation

Reservation #: FD0700070134

Status: NEW

Hotel: Days Inn Airport

Hotel Confirmation #: TBD

Address: 5860 Fortune Circle West
Indianapolis, IN 46241

Guest 1: Mark Kirchgesler

Arr: 04/17/2007 Dep: 04/21/2007

Room Type: King(Single)

Room types cannot be guaranteed. The hotel will make every effort to accommodate your request.

Room Rate: \$109.00

Room Tax: 15.0000% \$125.35/night

Special Requests: Non-smoking

Guaranteed By:

CXL Policy: 7 days prior to arrival

Check-In: 3:00

Check-Out: 12:00

This information is being forwarded to the hotel. If any changes are required, please contact us at 888.472.7462 or 310.235.2647 or email us at reservations@preferred1.com. You can also view your reservation information online at http://www.preferred1.com/reserve_lookup.asp

The credit card used to guarantee this reservation will not be charged in advance. If you need to cancel your reservation, please make sure it is done prior to the hotel's cancellation policy of 7 days or less from arrival, to avoid a no-show charge. All reservations canceled less than 30 days prior to arrival will be assessed a \$30 processing fee.

Thank you.

FDIC 2007

DATE: February 16, 2007					
TO: Sheryl Aldridge					
RAPID CITY DEPT OF FIRE & EMERGENCY SERVICES					
FROM: Preferred Convention Services					
TEL: 888-472-7462 FAX: 310-235-2648					
RE: FDIC 2007					
Below is the room cost breakdown for the rooms you have reserved at the Days Inn Airport. Please feel free to contact our reservations department at 1-888-472-7462 or email at reservations@preferred1.com . Thank you.					
Room Rate: \$109.00					
Tax: \$16.35(15%)					
Per Night Total: \$125.35					
Number of Nights: 4					
Total: \$501.40					
Make check payable to:		Mail Check to:			
Days Inn Airport		Preferred Convention Services			
		1990 E. Grand Avenue, Suite 150			
		El Segundo, CA 90245			

**THE TRAVEL CENTER
2120 W MAIN #2
RAPID CITY S.D. 57702
605-348-5038
FAX605-348-4783**

**R.C. FIRE DEPARTMENT
ATTN: SHERYL**

FROM: JOY

RE: INDIANAPOLIS

NORTHWEST AIRLINES

19APRIL

**DEPART RAPID CITY 6:50AM ARRIVE
MINNEAPOLIS 9:18AM**

**DEPART MINNEAPOLIS 10:08AM
ARRIVE INDIANAPOLIS 12:43PM**

21APRIL

**DEPART INDIANAPOLIS 12:30PM
ARRIVE MINNEAPOLIS 1:16PM
DEPART MINNEAPOLIS 2:25PM
ARRIVE RAPID CITY 3:00PM**

17APRIL

**DEPART RAPID CITY 6:50AM ARRIVE
MINNEAPOLIS 9:18AM**

**DEPART MINNEAPOLIS 10:08AM
ARRIVE INDIANAPOLIS 12:43PM**

21APRIL

**DEPART INDIANAPOLIS 12:30PM
ARRIVE MINNEAPOLIS 1:16PM
DEPART MINNEAPOLIS 2:25PM
ARRIVE RAPID CITY 3:00PM**

**21 DAY ADVANCE NON REFUNDABLE
\$521.60 PER PERSON
KEEP IN MIND AVAILABILITY IS
LIMITED AND FARES ARE SUBJECT TO
CHANGE UNTIL TICKETS ARE
PURCHASED**