

Item # 146
2/28/07 L/F meeting

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Troszen 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.)

Lifesavers Conference

List all other City employees, if any, making the trip for the same purpose: James Johns, Brad Booth

Place of meeting or destination: Chicago, IL

Date of meeting 3/25 - 3/26/07

Date trip to begin 3/24/07 Date trip will end 3/27/07

Method of transportation requested Airline

Estimated transportation cost All expenses reimbursed by state \$ 900

Meals 3 days 1400

Lodging 3 days 600

Other costs - description Registration 150

Shuttle/Taxi 3310.00

Total estimated cost of trip \$ 3310.00

Signed [Signature] Date 3/26/07
(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