

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Craig Tieszen 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.)

Semi gals planning meeting

List all other City employees, if any, making the trip for the same purpose: 17 Command Staff

Place of meeting or destination: Deadwood, SD

Date of meeting May 29-30, 2007

Date trip to begin May 29, 07 Date trip will end May 30, 07

Method of transportation requested Dept Bus

Estimated transportation cost \$ 50.00

Meals _____

Lodging _____ days _____

Other costs - description 17 x 80 - meals & lodging 1360.00

Total estimated cost of trip \$ 1410.00

Signed [Signature] Date 3/11/07 [Signature] 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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy