

CITY OF RAPID CITY TRAVEL REQUEST

LF071107-04

Person requesting travel Cathy Beck 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.)

International Association of Women Police Training Conference

List all other City employees, if any, making the trip for the same purpose: Robin Black

Place of meeting or destination: Denver, CO

Date of meeting Sept. 23-27, 2007

Date trip to begin Sept 23, 2007 Date trip will end Sept. 28, 2007

Method of transportation requested Travel Car

Estimated transportation cost \$ 100.00
Meals 326.00
Lodging 5 days 1 room at \$149.00/night 745.00
Other costs - description Registration x 2 1,200

Total estimated cost of trip \$ 2,371.00

Signed Cathy Beck Date 6-25-07 (person requesting travel)
Signed [Signature] Date 6/25/07 (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

6/26/07

Maggie - Please put on next 4/1/07 agenda. - Thanks - Pam