

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Damon Hartmann 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.)

2007 Advanced Fire Investigation Seminar

List all other City employees, if any, making the trip for the same purpose: Jack Tomac

Place of meeting or destination: Denver, CO

Date of meeting 9/17/07-9/21/07

Date trip to begin 9/16/07 Date trip will end 9/21/07

Method of transportation requested City

Estimated transportation cost	\$	<u>256.00</u>
Meals		<u>328.00</u>
Lodging <u>5</u> days \$99/night		<u>495.00</u>
Other costs - description <u>Registration</u>		<u>1150.00</u>
<u>Parking \$16/day</u>		<u>96.00</u>
Total estimated cost of trip	\$	<u>2325.00</u>

Signed \_\_\_\_\_ Date *Cory Shepherd* Date 6-25-07  
(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: Damon Hartmann Signature: [Signature] Today's Date: 6/4/07

Full Course / Event Name: DENVER ~~ATLANTA~~ 2007 ADVANCED FIRE INVESTIGATION SEMINAR

Event Dates: 9/17-21/07 Travel Dates: Date Leaving 9/16/07 Time Leaving 0800  
Date Returning 9/21/07 Time in RC 2000

Event Location:  Rapid City  DENVER, CO

- Reasons for Requesting Course:
- Required For Promotion
  - Required For Apprenticeship
  - Required For Current Position
- Approved:
- B/C or Division Chief
  - Education Chief
- Denied:
- B/C or Division Chief
  - Education Chief

Other CONTINUE ED Reason For Denial \_\_\_\_\_

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

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Other Department Employees that are going with me are: \_\_\_\_\_

I am Requesting:

On Duty Time: \_\_\_\_\_  Overtime Pay for \_\_\_\_\_ Hours  
Dates & Times 9/17-0700 9/21-1600 Dates & Times \_\_\_\_\_

- Registration / Tuition ( Attach Conference/Course Information )
  - There is no Registration / Tuition
  - Registration / Tuition Cost \$ 550<sup>00</sup>
    - 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: \_\_\_\_\_

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take CAR 4 - OR 13  
Estimate of Fuel Cost \$ \_\_\_\_\_

- I am Requesting Airline Travel.
  - I've taken care of my own flight/travel arrangements. Total Cost is \$ \_\_\_\_\_
  - I will arrange flight/travel with the Administrative Assistant.  
I must arrive by: \_\_\_\_\_

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

Name: Jack Tomac Signature: Jack Tomac Today's Date: 5/30/07

Full Course / Event Name: Denver Arson Conference

Event Dates: Sept 17-21 Travel Dates: Date Leaving Sept 16 Time Leaving AM  
Date Returning Sept 21 Time in RC PM

Event Location:  Rapid City  Denver Colo

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 \_\_\_\_\_ Reason For Denial \_\_\_\_\_

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

\*\*\*\*\*  
Other Department Employees that are going with me are: \_\_\_\_\_

I am Requesting:

On Duty Time:  
Dates & Times Sept 17-21

Overtime Pay for \_\_\_\_\_ Hours  
Dates & Times \_\_\_\_\_

Registration / Tuition ( Attach Conference/Course Information )

There is no Registration / Tuition

Registration / Tuition Cost \$ 550.00

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: \_\_\_\_\_

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take \_\_\_\_\_  
Estimate of Fuel Cost \$ 130.00

I am Requesting Airline Travel.

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

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: \_\_\_\_\_



The Denver Fire Department and the  
Bureau of Alcohol, Tobacco, Firearms  
and Explosives announce - -



## The 2007 Advanced Fire Investigation Seminar

September 17 - 21, 2007

Holiday Inn, 1450 Glenarm Place, Downtown Denver

- One of the most advanced seminars of its kind in the nation - now in it's 31<sup>st</sup> year
- Learn about developments in arson investigation from nationally recognized experts
- Network with attendees from all over the country
- Recertification credits recognized by the International Association of Arson Investigators  
Certificate of Attendance for all attendees. Certificate of Completion for those who take and pass the test upon completion of seminar.

### Presentations Include:

- "Understanding Post Flashover Fires" - *Steve Carman, Senior Special Agent / Certified Fire Investigator*
- "Chemistry of Fire and Fire Pattern Analysis" - Case Studies - *Dave Campbell, FBI (Retired)*
- "Forensic Investigation of Fire Deaths" - Accidental and Homicide - *Elayne J. Pope, Ph.D., University of Arkansas*
- "Practical Kinesic Interview & Interrogation Techniques" - *Stan B. Walters, "The Lie Guy"*
- "Electrical Fires in the Home" - *Ron Kilgore, Kilgore Engineering Inc.*

*Program subject to change without notice*

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### Official Registration Form Advanced Fire Investigation Seminar - September 17 - 21, 2007

5-day Advanced Registration: \$550.00

AFTER September 3, 2007: \$575.00

**Note:** Each registrant is responsible for making housing/transportation reservations. The seminar registration fee includes all handouts, coffee, donuts, and lunch for four days. Room rates for the Holiday Inn, located at 1450 Glenarm Place, Denver, CO 80204, are \$99.00 Single/Double, per night. When making reservations at the Holiday Inn refer to the Fire Investigation Seminar. To make or confirm hotel reservations, call 1-800-423-5128; local number is 303-573-1450.

Name: \_\_\_\_\_ Rank \_\_\_\_\_ Agency \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Make check payable to: ADVANCED FIRE INVESTIGATION SEMINAR. Mail check with this registration form to:  
Advanced Fire Investigation Seminar, 280 14<sup>th</sup> Street, Denver, CO 80204. Phone 720-913-8215; Fax 720-913-8225  
or e-mail any questions to [renteriaa@ci.denver.co.us](mailto:renteriaa@ci.denver.co.us).