

**RAPID CITY POLICE DEPARTMENT
MEMORANDUM**

July 11, 2007

LF080107-04

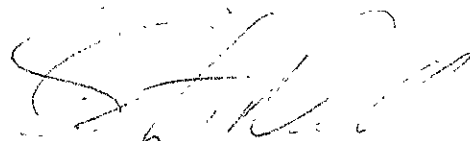
MEMO TO: Chief of Police Craig Tieszen
FROM: Detective Stephen Neavill
SUBJECT: 2007 Mid States Organized Crime Information Center Annual Conference

Chief Tieszen,

The 2007 MOCIC Annual Conference will be held in Appleton, Wisconsin September 25-27. Captain Hofkamp, Detective Eisenbraun, and I are requesting to attending. In addition, Captain Allender will be attending, as he is on the board of directors. It is my understanding that most, if not all of Captain Allender's expenses will be covered by MOCIC.

The information listed below is the estimated cost of the trip. I have also attached the normal City of Rapid City Travel Request and pertinent information.

- Estimated gas expenses: **\$346.00** (1600 miles / average of 15 miles per gallon / estimated \$3.25 per gallon).
- Estimated motel expenses: **\$1,485.00** (5 nights / 3 rooms / \$99.00 per room- reservations at the conference sight have been made).
- Estimated per diem: **\$504.00** (2 days in state / 4 days out of state / three meals provided per person by MOCIC deducted from total).
- Registration costs: **\$651.00**
- Estimated total cost of trip: **\$2,986.00**.



Stephen Neavill
Detective

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Detective Steve Neovill 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.)

2007 Mid-States Organized Crime
Intelligence Center

List all other City employees, if any, making the trip for the same purpose: Captain Ed McKeen,
Detective Mark Sisenbren

Place of meeting or destination: Dapperton, Wisconsin

Date of meeting 9/25-27/07

Date trip to begin 9/22/07 Date trip will end 9/28/07

Method of transportation requested City Vehicle

Estimated transportation cost \$ 346⁰⁰

Meals 504⁰⁰

Lodging 5 days 485⁰⁰

Other costs - description Registration Fees 651⁰⁰

Total estimated cost of trip \$ 2,986⁰⁰

Signed [Signature] 7/11/07 Date [Signature] 7/11/07 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: [Signature] Date 7-12-07
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