

CITY OF RAPID CITY TRAVEL REQUEST

LF092607-03

Person requesting travel Ray Cornford Department Police Dept.

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

We will be going to Colorado Springs, CO for a CALGA Conference. We will receive training and appear before the commission for reauthorization.

List all other City employees, if any, making the trip for the same purpose: Steve Allender, Vicki Jacob, Gina Steele

Place of meeting or destination: Colorado Springs, CO.

Date of meeting 11/14/07

Date trip to begin 11/13/07 Date trip will end 11/18/07

Method of transportation requested POV or Dept. vehicle

Estimated transportation cost \$ 350.00

Meals 5 days 560.00

Lodging 5 days 1377.00

Other costs - description Conference fees (10*POB@5110) 1650.00

Total estimated cost of trip \$ 3937.00

Signed [Signature] 9/12/07 Date [Signature] Date 9-13-07
(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

9/14/07
Maggie - please put on 4/F Agenda.
Thanks - Pam