

CITY OF RAPID CITY TRAVEL REQUEST

LF121207-08

Person requesting travel LARRY ROSE Department 201 / 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.)

TO ATTEND A REMINGTON ARMORER COURSE. THIS IS A RE-CERTIFICATION FOR ONE INSTRUCTOR AND INITIAL CERTIFICATION FOR TWO ADDITIONAL INSTRUCTORS.

List all other City employees, if any, making the trip for the same purpose: WAYNE ASSCHERICK AND DALE HATZENRUHLER.

Place of meeting or destination: LARIMER COUNTY SHERIFFS DEPT / FT. COLLINS, COLORADO

Date of meeting MAY 8TH AND 9TH, 2008

Date trip to begin MAY 7TH, 2008 Date trip will end MAY 10TH, 2008

Method of transportation requested TRAVEL CAR

Table with 2 columns: Description and Amount. Rows include Estimated transportation cost (\$180.00), Meals (350.00), Lodging (3 days, 530.00), Other costs (COURSE TUITION, 1,200.00), and Total estimated cost of trip (\$2,260.00).

Signed [Signature] #300 11-15-07 Date [Signature] Date 11-26-07 (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

11/27/07 Maggie - Please put on L/F agenda. Thanks - Pam