

CITY OF RAPID CITY TRAVEL REQUEST

LF021308-08

Person requesting travel David Stucke 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.)

To attend Advanced Forensic Video Analysis & The Law course. This course is required for FVA certification by LEVA.

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: University of Indianapolis, Indiana

Date of meeting March 31, 2008 8:00 a.m.

Date trip to begin March 30, 2008 10:24 a.m. Date trip will end April 4, 2008 11:00 p.m.

Method of transportation requested Flight

Table with 2 columns: Description and Amount. Rows include: Estimated transportation cost (\$435.39), Meals (191.00), Lodging (5 nights / days @ \$107 per. = 535.00), Other costs - description (Advanced FVA course = 950.00), Hotel/Tax: \$80.25 / Airport shuttle: 2x\$11.00 = 102.25, Total estimated cost of trip (\$2,213.64).

Signed [Signature] Date 1/30/08 [Signature] Date 1-31-08 (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

2/5/08 Maggie - Please put on next 4/5 agenda - Thanks Pam