

CITY OF RAPID CITY
TRAVEL REQUEST

LF043008-12

Person requesting travel Rod Seals 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.)

Fire Department Instructors Conference (FDIC)

List all other City employees, if any, making the trip for the same purpose: Nick Carlson

Place of meeting or destination: Indianapolis, IN

Date of meeting 4/7/08-4/12/08

Date trip to begin 4/6/08 Date trip will end 4/12/08

Method of transportation requested Airline

Estimated transportation cost \$ 1100.00

Meals 504.00

Lodging 6 days \$130/night 780.00

Other costs - description Registration \$860 x 2 1720.00

Cab fare 100.00

Total estimated cost of trip \$ 2204.00

ADDENDUM - Rental Car and Parking 206.11

Signed _____ Date M. Seals 3-1-08

(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: [Signature] Date 3-1-08
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on 3-3-08 (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy