

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Brian Povandra 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.)
Water Rescue Train-the-Trainer Academy

List all other City employees, if any, making the trip for the same purpose: Hunter Harlan

Place of meeting or destination: Keene, NH

Date of meeting 7/17/08-7/20/08

Date trip to begin 7/16/08 Date trip will end 7/22/08

Method of transportation requested Airline

Estimated transportation cost \$ 1460.38

Meals 250.00

Lodging 3 days \$75.60/night 226.80

Other costs -- description Registration \$1150 x 2 2300.00

Total estimated cost of trip \$ 4237.18

Signed _____ Date M. Rapp Date 7/1/08
(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: _____ 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

RCDF&ES General Applications for Course Attendance
& Request for Travel / Expenses

Name: Brian Pavandra Signature: _____ Today's Date: 6/30/2008

Full Course / Event Name: Water Rescue Train The Trainer Academy

Event Dates: 7/17 - 7/20 Travel Dates: Date Leaving 7/16/08 Time Leaving 1352

Date Returning 7/22/08 Time in RC 1314

Event Location: ☐ Rapid City ☒ Keene, NH

Reasons for Requesting Course:

Approved: ☒ B/C or Division Chief

☐ Required For Promotion

☒ Education Chief

☐ Required For Apprenticeship

Denied: ☐ B/C or Division Chief

☐ Required For Current Position

☐ Education Chief

☒ Other Water Rescue Team Reason For Denial _____

B/C or Div. Chief Conditions for Approval Creates MPS

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: Hunter Harlan

I am Requesting:

☒ On Duty Time:
Dates & Times 7/17 + 7/20

☐ Overtime Pay for _____ Hours
Dates & Times _____

☒ Registration / Tuition (Attach Conference/Course Information)

☐ There is no Registration / Tuition

☒ Registration / Tuition Cost \$ 1150.00

☒ I will pay and be reimbursed later.

☐ I will have them bill the Department

☐ It will need to be paid before I go

☐ I need to take a check with me

☐ Registration / Tuition will be paid by: _____

☒ Travel Expenses:

☐ I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

☒ I am Requesting Airline Travel. *a rental car*

☒ I've taken care of my own flight/travel arrangements. Total Cost is \$ 730.19

☐ I will arrange flight/travel with the Administrative Assistant.

I must arrive by: _____

I am available to return at: _____

☒ Lodging:

☐ I don't need lodging.

☒ I've taken care of my own lodging arrangements. Total cost is \$ 113.40

☐ I will arrange lodging with the Administrative Assistant.

Lodging starting the night of _____

Through the night of _____

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. _____

☒ Meals

☒ I will need meals

☒ The following number of meals included with the Conference/ Course

☐ Breakfast 3

☐ Lunch 3

☐ Supper 2

☐ I will be attending the NFA and will need a check for \$ _____

☐ I will not need meals

☐ Other Expenses:

☐ I need to rent a car for _____ days at an approximate cost of \$ _____ per day.

☐ I have other expenses. They are:

I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.

Please list any special needs required for your attendance at this Conference / Course

RCDF&ES General Applications for Course Attendance
& Request for Travel / Expenses

Name: Hunter Harlan Signature: _____ Today's Date: 6/30/2008

Full Course / Event Name: Water Rescue Train-the-trainer Academy

Event Dates: 7/17 - 7/20 Travel Dates: Date Leaving 7/16/08 Time Leaving 1352

Date Returning 7/22/08 Time in RC 1314

Event Location: ☐ Rapid City ☒ Keene, NH

Reasons for Requesting Course:

Approved: ☒ B/C or Division Chief

☐ Required For Promotion

☒ Education Chief

☐ Required For Apprenticeship

Denied: ☐ B/C or Division Chief

☐ Required For Current Position

☐ Education Chief

☒ Other Water Rescue Team Reason For Denial _____

B/C or Div. Chief Conditions for Approval Create mps

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: Brian Povandra

I am Requesting:

☒ On Duty Time:
Dates & Times 7/17 & 7/20

☐ Overtime Pay for _____ Hours
Dates & Times _____

☒ Registration / Tuition (Attach Conference/Course Information)

☐ There is no Registration / Tuition

☒ Registration / Tuition Cost \$ 1150.00

☒ I will pay and be reimbursed later.

☐ I will have them bill the Department

☐ It will need to be paid before I go

☐ I need to take a check with me

☐ Registration / Tuition will be paid by: _____

☒ Travel Expenses:

☐ I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

☒ I am Requesting Airline Travel. + rental car

☒ I've taken care of my own flight/travel arrangements. Total Cost is \$ 730.19

☐ I will arrange flight/travel with the Administrative Assistant.

I must arrive by: _____

I am available to return at: _____

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☐ I don't need lodging.

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☒ Breakfast 3

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☐ I will be attending the NFA and will need a check for \$ _____

☐ I will not need meals

☐ Other Expenses:

☐ I need to rent a car for _____ days at an approximate cost of \$ _____ per day.

☐ I have other expenses. They are:

I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.

Please list any special needs required for your attendance at this Conference / Course



Learn More...

How to Register
Cancellation & Refunds
Hosting/Sponsoring
a Program
Training Dates
& Locations

About Our Instructors
Contact Us

WATER RESCUE TRAIN-THE-TRAINER ACADEMY

Purpose

The Water Rescue Train-the-Trainer Academy is a comprehensive training Academy designed to train and authorize representatives of Public Safety and Rescue organizations as Lifesaving Resources' Water Rescue Course Instructors. Graduates from this Academy are authorized to conduct Water Rescue Awareness, Operations, and Technician level courses within his/her individual department/agency.

Prerequisites

Water Rescue Instructor candidates must be a minimum of 21 years of age; must be an active member of a Fire, Rescue, EMS, or Law Enforcement agency; and must have the endorsement of the department's chief or training officer to participate in this Academy. In addition, the Water Rescue Instructor candidate must demonstrate his/her proficiency in the water by passing the following pre-requisite swim test:

1. Swim continuously 100 yards while wearing a Personal Flotation Device (PFD)
2. While in deep water, remove the PFD, surface dive to a depth of 9', and recover a 10 lbs brick and bring it to the surface.
3. Support a 10 lbs. brick at the surface of the water, using legs only, for 1 minute.
4. Surface dive and swim a distance of 35' underwater.

Equipment

All equipment will be provided by Lifesaving Resources for the practical sessions. However, besides a bathing suit, participants must have long pants and t-shirt and tennis shoes or wetsuit booties for use in the water during the practical evolutions.

Agreement

As an authorized provider of Lifesaving Resources' Water Rescue Courses, the Instructor candidate and the department's chief or training officer must agree to the following:

The curriculum must be conducted as defined in the Lifesaving Resources' curriculum materials;

All safety and rescue procedures must be adhered to during the conduct of all Lifesaving Resources' Water Rescue courses;

Each Water Rescue course student must receive his/her personal copy of the Lifesaving Resources' Water Rescue Academy Course Guidebook.

Upon completion of each course, certificates must be obtained from Lifesaving Resources and must be awarded to each participant who successfully completes this training. Optional insignia, consisting of a sew-on emblem; a technician, operations, or awareness rocker; and a window decal are also available.

Schedule

The Water Rescue Train-the-Trainer Academy is a very comprehensive and intensive training Academy. Instructor candidates must be well-rested and prepared to participate in this rigorous weekend schedule as follows:

Thursday

14:00 - 18:00 Check-in & dinner on your own
19:00 - 22:00 Classroom

Friday

07:30 – 07:45 Sign-in
08:00 – 12:00 Classroom
12:00 – 12:30 Lunch
13:00 – 17:30 Practical Session
18:00 – 18:45 Dinner
19:00 – 22:00 Classroom

Saturday

08:00 – 08:30 Breakfast
09:00 – 11:30 Practical Session
12:00 – 12:30 Lunch
13:00 – 17:00 Practical Session
18:00 – 18:45 Dinner
19:00 – 22:00 Classroom

Sunday

08:00 – 08:30 Breakfast
09:00 – 11:30 Practical Session
12:00 – 12:30 Lunch
13:00 – 16:00 Classroom

Course Fee

The course fee must be paid at the time of registration and includes three nights lodging (Thursday, Friday and Saturday) and 8 meals (3 meals on Friday, 3 meals on Saturday, and 2 meals on Sunday), a CD PowerPoint Presentation with videos, an Instructor's Manual, and other course and instructional materials.

[Course Locations & Registration](#)[Join Our Mailing List](#)

Enter E-mail Address

☒ Subscribe ☐ Unsubscribe

LIFESAVING RESOURCES INC.
P.O. BOX 905 (71 Main St.)
Harrisville, NH 03450
603/827-4139 Fax: 603/584-1182

INVOICE

08-00300

TO

Rapid City/Pennington Co. Water RSQ
Dustin Willett
P.O. Box 2326
Rapid City, SD 57709

SALESPERSON

INVOICE DATE

06/02/08

SHIP TO

ACCT#

SHIP DATE

SHIPPED VIA

TERMS

PURCHASE ORDER #

Net 15

QTY

DESCRIPTION

UNIT PRICE

AMOUNT

Water Rescue T-t-T 2008
Registration for 2 persons to participate
in July 17 - 20 Water Rescue Train-the-
Trainer Academy at Keene State College in
Keene, NH:
• Brian Povandra
• Hunter Harlan

2,300.00

Subtotal

2,300.00

TOTAL

\$ 2,300.00

Thank You



U.S. AND CANADA 24-HOUR EMERGENCY SERVICE 1.866.222.1263
INTERNATIONAL 24-HOUR EMERGENCY SERVICE 1.408.553.4766 (call collect)
www.casto.com

BRANCH	REF ORP	ALICE	DATE	PR	INVOICE
10 - JENSEN	10M0FA	000000	JUN 03 2000	01	1203520

PENNINGTON COUNTY SEARCH AND RESCUE P O BOX 2877 RAPID CITY SD 57709	PENNINGTON COUNTY SEARCH AND RESCUE P O BOX 2876 RAPID CITY SD 57709
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HARLAN/JOHN H
POVANDRA/HARLAN

16 JUL OR -- WEDNESDAY
TOUR BOSTON

CONFIRMATION-YTSK00F3

SUNSET VACATIONS

AIR AND CAR TO BOSTON

DEPART: 16JUL RETURN: 22JUL DAYS: 5

PACKAGE INCLUDES ROUND TRIP AIR FROM
RAPID CITY TO BOSTON WITH DOLLAR MIDSIZE

CAR UNLIMITED MILES TAX ON THE AIR

TICKETS TRAVEL INSURANCE DECLINED

PENALTIES WILL APPLY FOR CHANGE OR

CANCELLATION

ADULT.....\$ 730.19 X 2 TTL \$ 1460.38

TOTAL COST OF TOUR..... \$ 1460.38

1460.38

CREDIT CARD TO PROVIDER

1460.38--

FARES SUBJECT TO CHANGE UNTIL PURCHASED. ONCE
PURCHASED YOU MUST CHANGE OR CANCEL PRIOR TO FLIGHT
DEPARTURE TO AVOID FORFEITURE OF TICKET.

CHANGES MAY RESULT IN PENALTY AND OR ADDED COST.

YOUR AUTHORIZATION FOR TICKETING INDICATES ALL

TRAVEL DATA IS CORRECT.

AFTER HOURS EMERGENCY SERVICE CALL 1-866-222-1263 OR

FROM OUTSIDE THE USA CALL COLLECT 408-553-4764

A FEE MAY BE CHARGED FOR AFTER HOURS CALLS

TO VIEW THE AIRLINES RESPONSIBILITIES PLEASE VISIT OUR
WEBSITE AT [HTTP://WWW.CASTO.COM/FORMS/TICKETING/ATR.HTML](http://WWW.CASTO.COM/FORMS/TICKETING/ATR.HTML)

SOME AIRLINES WILL CHARGE A \$10-\$50 PROCESSING

FEE FOR VOLUNTARY CHANGES TO THIS TICKET IF RE-ISSUE

IS DONE DIRECTLY WITH THE AIRLINE.

THANK YOU FOR CHOOSING CASTO TRAVEL YOUR AGENT IS GLORIA



U.S. AND CANADA 24-HOUR EMERGENCY SERVICE : 866.222.1767
INTERNATIONAL 24-HOUR EMERGENCY SERVICE 1.408.353.4766 all collect
www.casto.com

ORIGINATOR	RECEIVED	ACCT	DATE	FLY	INVOICE
TO: JINNAH	JK66HV	000050	JUN 19 2009	01	1203783
FEDERATION COUNTY SEARCH AND RESCUE			FEDERATION COUNTY SEARCH AND RESCUE		
P.O. BOX 7824			P.O. BOX 7824		
RAPID CITY SD 57709			RAPID CITY SD 57709		

DOVANNIA/BRIAN
HARLAN/JOHN H

16 JUL 09 - WEDNESDAY
HOTEL HOLIDAY INN EXPRESS CONFIRMED
175 KEY RD
KEENE NH 03431
PHONE-603-352-7616

CONFIRMATION-63036236
HOLIDAY INN EXPRESS FAX: 603-357-3619
DOUBLE RATE PER NIGHT: \$70.00 USD
CANCEL - HOTEL IS GUARANTEED FOR LATE ARRIVAL TO CREDIT CARD
CANCEL HOTEL BY 4 PM ON DAY OF ARRIVAL
GOVERNMENT RATE TAX IS NOT INCLUDED IN RATE
TWO BEDS NON SMOKING ROOM HELD WITH CREDIT
CARD FOR LATE ARRIVAL
EARLY CHECK OUT FEE MAY APPLY

20 JUL 09 - SUNDAY
HOTEL HOLIDAY INN EXPRESS CONFIRMED
175 KEY RD
KEENE NH 03431
PHONE-603-352-7616

CONFIRMATION-63036236
HOLIDAY INN EXPRESS FAX: 603-357-3619
CORPORATE RATE PER NIGHT: \$70.00 USD
CANCEL - HOTEL IS GUARANTEED FOR LATE ARRIVAL TO CREDIT CARD
CANCEL HOTEL BY 4 PM ON DAY OF ARRIVAL
GOVERNMENT RATE TAX IS NOT INCLUDED IN RATE
TWO BEDS NON SMOKING ROOM HELD WITH CREDIT
CARD FOR LATE ARRIVAL
EARLY CHECK OUT FEE MAY APPLY

FARES SUBJECT TO CHANGE UNTIL PURCHASED. ONLY
PURCHASED YOU MUST CHANGE OR CANCEL PRIOR TO FLIGHT
CASTO, INC. acts as agent for the disclosed principals named in the itinerary. We are not responsible for their negligent acts or omissions. By accepting the coupons and tickets, and utilizing
the services you agree that neither the issuing company, nor any of its affiliates or subsidiary companies shall be responsible for the failure of the above disclosed principals to provide
services. Cancellation of certain airfare types will result in airline imposed fees and/or higher fare. Contact Casto if you have any questions regarding your reservation. Thank you