

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel WALFRIDO (BILL) PAEZ JR Department COMMUNITY RESOURCES

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

SANS NETWORK SECURITY 2008 - SECURITY CLASS AND CERTIFICATION.
REQUIRED FOR CURRENT POSITION AND PROMOTION.

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

Place of meeting or destination: LAS VEGAS NEVADA

Date of meeting SEPT 28 TO OCT 6, 2008

Date trip to begin SEPT 27, 2008 Date trip will end OCTOBER 7TH, 2008

Method of transportation requested FLIGHT

Estimated transportation cost - \$250.00/xx \$ 250.00/xx

Meals - \$400.00/xx 400.00/xx

Lodging 10 days - \$1,080.00/xx 1,080.00/xx

Other costs - description Reg Fee \$4,673 4,673.00

Total estimated cost of trip \$ 6,403.00

Signed [Signature] Date [Signature] Date 8-14-08
(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