

CITY OF RAPID CITY TRAVEL REQUEST

LF082708-27

Person requesting travel Tom Senesac Department Police Dept.

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

2008 MOCIC Conference + Training

List all other City employees, if any, making the trip for the same purpose: Steve Allender  
Deb Cady

Place of meeting or destination: Lincoln Nebraska

Date of meeting Sept. 16-19, 2008

Date trip to begin Sept. 15, 2008 Date trip will end Sept. 19, 2008

Method of transportation requested City vehicle

Estimated transportation cost	\$ <u>200.00</u>
Meals	<u>208.00</u>
Lodging <u>4 days X2</u>	<u>976.64</u>
Other costs - description <u>Registration</u>	<u>200.00</u>

Total estimated cost of trip \$ 1584.64

Signed Tom Senesac 8-21-08 Date Steve Allender Date 8-21-08  
(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