

CITY OF RAPID CITY TRAVEL REQUEST

LF101508-05

Person requesting travel Michacla Schwarz Department RCPD-Evidence

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

Introduction to Fingerprint Identification

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

Place of meeting or destination: St. Paul, MN

Date of meeting Nov. 17- Nov. 21

Date trip to begin Nov. 16 Date trip will end Nov. 22

Method of transportation requested Dept. vehicle

Estimated transportation cost	\$	<u>275.00</u>
Meals <u>\$36 per day</u>	\$	<u>180.00</u>
Lodging <u>\$29.00</u> <u>6</u> days (+ 6.75% tax + fees)	\$	<u>441.95</u>
Other costs - description <u>Course Tuition</u>	\$	<u>600.00</u>

Total estimated cost of trip \$ 1496.95

Signed Michacla Schwarz 9-8-08 Date Steve Moore Date 9-22-08  
 (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

9/30/08-  
Maggie, please put on next 4/F agenda.  
Thanks, Pam