

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Steve ALLENDER Department POLICE

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

To hold and attend annual goals meeting

List all other City employees, if any, making the trip for the same purpose: Approx 35 members
(SWORN/NON-SWORN/SUPERVISORS) OF THE P.D.

Place of meeting or destination: Civic Center

Date of meeting Jan. 7-9, 09

Date trip to begin JAN. 7, 09 Date trip will end 7/9/09

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description Room & meals 500.00

Total estimated cost of trip \$ 500.00

Signed [Signature] Date _____
(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)