

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Alan Johnson 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.)

80 Hour HazMat Technician Course

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

Place of meeting or destination: Pueblo, CO

Date of meeting 1/19/09-1/30/09

Date trip to begin 1/18/09 Date trip will end 1/31/09

Method of transportation requested City

Estimated transportation cost \$ 336.00

Meals 504.00

Lodging 13 days 780.00

Other costs – description Tuition 2650.00

Total estimated cost of trip \$ 4270.00

Signed _____ Date M. Foltz Date 12/30/08
(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: Alan Johnson Signature: [Signature] Today's Date: 12-26-08

Full Course / Event Name: 80 Hour HAZMAT Technician Course

Event Dates: JAN 19, 2009 Travel Dates: Date Leaving 1-18-09 Time Leaving 0900
JAN 30, 2009 Date Returning 1-31-09 Time in RC 1900

Event Location: Rapid City Pueblo, Colorado

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 Member of HAZMAT Team Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

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

Other Department Employees that are going with me are: _____

I am Requesting:

On Duty Time: JAN 19, 22, 25 Overtime Pay for _____ Hours
Dates & Times 0700/0700 28, 31 Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ _____
 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: State

*Paid for
By STATE
Grant*

HMEP TRAINING GRANT PROPOSED BUDGET

Class Type: 80 Hr HzMt Tec Class ID: HMT09-01 Start Date: 1/19/2009 End Date: 1/30/2009

LOCATION: Pueblo, CO COUNTY: Pennington

Grant Request Amount (Line c below):	\$4,270.00
Number of Participants	1

Budget Information Regarding Above Request

****Breakdown costs of the project to each category****

	\$	
Student Wages (Match – hard or soft) *	\$1,743.60	
Student Fringe Benefits (Match)		
* Include all classroom hours at students' estimated regular job rate		
Student Travel (Mileage) \$0.32 per mi **	\$336.00	
Student Meals (\$26.00 per diem instate, \$36.00 out of state)**	\$504.00	
Student Lodging (\$60.00 per night)**	\$780.00	
**For out of town classes only		
Instructor Cost (\$50.00 per hour for 4 hours class time)		
Instructor Travel (Mileage) \$0.32 per mi		
Instructor Meals (\$26.00 per diem)		
Instructor Lodging (\$60.00 per night)		
Equipment and Supplies (\$150 for Awareness, \$300 for Operations)	\$2,650.00	
Other (Specify) 80 Hr HazMat Tech Course		
Project Total Cost		a \$6,013.60
LESS Match (Student Wages and Fringes) 20 % of Line a minimum required		b \$1,743.60
Grant Request Amount (a-b)		c \$4,270.00

Name and Title of Course Sponsor Authorized Person:

NAME: Mike Holmes

DATE: 12/8/2008

TITLE: Battalion Chief

I certify that all information given in this grant application is true and correct and that all funds distributed to the above applicant will be used solely for the project and purposes described in this grant application.