

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Jim Bussell 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.)

HazMat Highway Emergency Response Specialist 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 2/2/09-2/6/09

Date trip to begin 2/1/09 Date trip will end 2/7/09

Method of transportation requested City

Estimated transportation cost \$ 336.00

Meals 252.00

Lodging 6 days 360.00

Other costs – description Tuition 1590.00

Total estimated cost of trip \$ 2538.00

Signed _____ Date M. Polking 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: Tim Russell Signature: [Signature] Today's Date: 11-11-08

Full Course / Event Name: Highway Emergency Response Specialist

Event Dates: February 2-6, 2009 Travel Dates: Date Leaving 2-1-09 Time Leaving 0630
Date Returning 2-7-09 Time in RC 1200

Event Location: Rapid City Pueblo, CO

Reasons for Requesting Course: Required For Promotion Required For Apprenticeship Required For Current Position
Approved: B/C or Division Chief Education Chief
Denied: B/C or Division Chief Education Chief

Other Continuing Haz-mat Education Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

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

Other Department Employees that are going with me are: _____

I am Requesting: STATE Grant

On Duty Time: February 3, 2008 0700-0700 Overtime Pay for _____ Hours
Dates & Times February 6, 2008 0700-0700 Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ 1,590
 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 O&M

HMEP TRAINING GRANT PROPOSED BUDGET

Class Type: Highway Respo Class ID: HER09-01 Start Date: 2/2/2009 End Date: 2/6/2009

LOCATION: Pueblo, CO COUNTY: Pennington

Grant Request Amount (Line c below): \$2,538.00
 Number of Participants 1

Budget Information Regarding Above Request

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

	\$
Student Wages (Match – hard or soft) *	\$647.52
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)**	\$252.00
Student Lodging (\$60.00 per night)**	\$360.00
**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)	\$1,590.00
Other (Specify) Highway Emergency Response	
Project Total Cost	a \$3,185.52
LESS Match (Student Wages and Fringes) 20 % of Line a minimum required	b \$647.52
Grant Request Amount (a-b)	c \$2,538.00

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.