

9a

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Mark Rohlfing 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.)

Missouri Valley Fire Chiefs Conference

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

Place of meeting or destination: Overland Park, KS

Date of meeting July 8-10, 2009

Date trip to begin July 7, 2009 Date trip will end July 11, 2009

Method of transportation requested City

Estimated transportation cost \$ 450.00

Meals 197.00

Lodging 4 days 1043.00

Other costs - description Registration \$325 x 2 650.00

Total estimated cost of trip \$ 2340.00

Signed \_\_\_\_\_ Date M. Rohlfing Date 6/5/09  
(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: Mark Rohlfing Signature: Mark A. Rohlfing Today's Date: 6/2/09

Full Course / Event Name: Missouri Valley Fire Chiefs Conference

Event Dates: July 8-10, 2009 Travel Dates: Date Leaving \_\_\_\_\_ Time Leaving \_\_\_\_\_

Date Returning \_\_\_\_\_ Time in RC \_\_\_\_\_

Event Location: ☐ Rapid City ☒ Overland Park, KS

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 \_\_\_\_\_ Reason For Denial \_\_\_\_\_

B/C or Div. Chief Conditions for Approval \_\_\_\_\_

B/C or Div. Chief Signature \_\_\_\_\_ Ed. Chief Sig. \_\_\_\_\_

\*\*\*\*\*

Other Department Employees that are going with me are: Tim Kobes

I am Requesting:

☐ On Duty Time:  
Dates & Times \_\_\_\_\_

☐ Overtime Pay for \_\_\_\_\_ Hours  
Dates & Times \_\_\_\_\_

☒ Registration / Tuition ( Attach Conference/Course Information )

☐ There is no Registration / Tuition

☒ Registration / Tuition Cost \$ 325.00

☐ 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: \_\_\_\_\_

# Missouri Valley Fire Chiefs Conference

July 8-10, 2009 • Overland Park Convention Center • Overland Park, Kansas

## 1 Please Print

Title (Mr., Mrs., Ms., Dr.) MR Full name (First, MI, Last, Suffix) TIM KOBES Date of birth \_\_\_\_\_  
 E-mail TIM.KOBES@RCGOV.ORG  
☐ first time attendee ☐ state officer ☐ new member ☐ life member ☒ IAFC member # 61197  
 FD/organization name RAPID CITY FIRE DEPARTMENT  
 Address (☐ Home or ☒ Work) 10 MAIN STREET  
 City, State, ZIP RAPID CITY, SD 57701  
 Daytime phone (605) 394-4180 Fax (605) 394-6754

☒ Please include my information on the participant roster. ☐ Please do not include my information on the participant roster.

## 2 Fees

**Full Conference Package** (includes workshops, 2 tickets for evening social events and 1 ticket for breakfast and lunch on Thursday and Friday)

	By June 17	After June 17
<input checked="" type="checkbox"/> IAFC member .....	\$325	\$395
<input type="checkbox"/> Nonmember .....	\$350	\$425
<input type="checkbox"/> IAFC life member .....	\$125	\$125

**Speaker Package** (includes workshops and breakfast and lunch on Thursday and Friday)

<input type="checkbox"/> IAFC member .....	\$250	\$325
<input type="checkbox"/> Nonmember .....	\$275	\$350
<input type="checkbox"/> IAFC life member .....	\$100	\$100

**One-Day Speaker Package** (includes one day of workshops and breakfast and lunch on Thursday or Friday)

<input type="checkbox"/> IAFC member .....	\$125	\$200
<input type="checkbox"/> Nonmember .....	\$150	\$225

☐ **Social Package** ..... \$125 ..... \$125  
 Package includes one ticket to all evening social events.

☐ **Spouse Package** ..... \$80 ..... \$80  
 Package includes daily activities throughout Overland Park as identified in brochure, two lunches and shuttle service.

☐ **Golf Package** ..... \$80 ..... \$80  
 Includes 18 holes of golf, cart, lunch, refreshments and a chance to win a \$10,000 prize sponsored by Quest Enterprises Inc.

Total due \$ \_\_\_\_\_

## 3 Payment

☐ Check enclosed, payable to KF&RTI.  
 (Please do not make checks payable to KU.)

☐ Charge to: credit card company \_\_\_\_\_

Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Name on card (print) \_\_\_\_\_

☐ Bill FD/organization. PO# \_\_\_\_\_

Billing address (if different from above) \_\_\_\_\_

## 4 Easy Ways to Register

**Mall** Complete the registration form and mail with payment to:  
 Kansas Fire & Rescue Training Institute  
 The University of Kansas  
 Continuing Education  
 1515 St. Andrews Drive  
 Lawrence, Kansas 66047-1625

**Phone** Toll-free 866-804-8841 or 785-864-4790

**Fax** 785-864-9044

**Web** [www.ContinuingEd.ku.edu](http://www.ContinuingEd.ku.edu)  
 (keyword: Missouri Valley)



## Special Accommodation ☐

If you will need special accommodation, please mark the box above, and a member of the Continuing Education staff will contact you.

FS101839/JCN090878

## Billing and Refunds

A \$30 fee will be charged for returned checks.  
**Invoices will not be sent to individuals.** Organizations may be billed for fees if the registration form is accompanied by a purchase order or authorization letter signed by an organization administrator on official letterhead.

# Missouri Valley Fire Chiefs Conference

July 8-10, 2009 • Overland Park Convention Center • Overland Park, Kansas

## Please Print

1 Title ☒ Mr., Mrs., Ms., Dr. MARK Full name (First, MI, Last, Suffix) ROHLFING Date of birth 12/5/58  
 E-mail MARK.ROHLFING@RC60V.ORG  
☐ first time attendee ☐ state officer ☐ new member ☐ life member ☒ IAFC member # 59555  
 FD/organization name Rapid City Fire Dept.  
 Address (☐ Home or ☒ Work) 10 Main St.  
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