

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.)

Semi-annual Goals Meeting

List all other City employees, if any, making the trip for the same purpose: Common Staff - 12

Place of meeting or destination: Opeaish, SD

Date of meeting Nov 5-6, 09

Date trip to begin Nov 5, 09 Date trip will end Nov 6, 09

Method of transportation requested Dept. Vehicles

Estimated transportation cost \$ 100.00

Meals \_\_\_\_\_

Lodging 1 days \_\_\_\_\_

Other costs - description \$108 per person = inclds room, \_\_\_\_\_

mtg room, meals, 1292.00

Total estimated cost of trip \$ 1392.00

Signed Steve Allender 8-18-09 Date [Signature] 8-18-09  
(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