

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Tim Behlings 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.)  
American Fire Sprinkler Association

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

Place of meeting or destination: Dallas, TX

Date of meeting 10/5/09-10/9/09

Date trip to begin 10/4/09 Date trip will end 10/10/09

Method of transportation requested Airline

Estimated transportation cost	\$	<u>600.00</u>
Meals		<u>360.00</u>
Lodging <u>6</u> days		<u>600.00</u>
Other costs - description <u>Registration</u>		<u>1200.00</u>
<u>Ground Transportation</u>		<u>40.00</u>
Total estimated cost of trip	\$	<u>2800.00</u>

Signed \_\_\_\_\_ Date *M. Kelly* Date *9/16/09*  
(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

RCFD Request for Course Attendance & for Travel / Expenses

Name: Richard Broderick Today's Date: 09/14/09

Full Course / Event Name: American Fire Sprinkler Association, System Layout

Event Dates: Oct. 5 - 9, 2009 Travel Dates: Date Leaving 10/04/09 Time Leaving 6:00 am Date Returning 10/10/09 Time in RC 11:00 pm

Event Location: City: Dallas, Texas Facility: AFSA Headquarters training facility

Reasons for Requesting Course Personal / Professional Development Reason if listed as Other:

Other Department Employees that are going with me are: Richard Broderick

I am Requesting:

On Duty Time: 10/5/09 7:30am Overtime Pay for Hours: 10/9/09 4:00pm

Registration / Tuition (Attach Conference/Course Information)

Registration Payment: It will need to be paid before I go

Registration / Tuition Cost \$ 1,200.00

Organization paying for Registration other then RCFD

Transportation Expenses:

I request a Department Vehicle. I prefer to take Estimated Fuel Cost \$ I need to rent a car for days at an approximate cost of \$ per day. I am using my Personal Vehicle but require fuel reimbursement. Estimated fuel cost:\$ I am requesting Airline Travel. I have arranged my own flight/travel arrangements. Total Cost is \$ 300.00 Name of Airline: Date and time of arrival: Date and time of departure: Attach copy of Itinerary

I am requesting the Administrative Assistant arranged my flight/travel. Estimated Cost is \$ Preferred Airline (Dependent on price & travel requirements): Required arrival Date: Time: Date and time of departure:

Lodging:

I don't need lodging. I will need lodging arrangements. Total cost is \$ 600.00 Lodging arrangement made by I request that Admin. Asst. arrange lodging Check in date: 10/04/09 Check out date: 10/10/09 Preferred Hotel: Name: Staybridge Suites Address: Phone number: (972) 391-0000

Meals:

I will need meal reimbursement I will not need funding for meals I will be attending the NFA and will need a check for \$ The following number of meals are included with the Conference/ Course Breakfast Lunch Supper

Other Expenses:

I have other expenses. They are: Ground Transportation (40.00)

I am aware that I will need to submit copies of conference/course information and travel arrangements with this application. I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return. Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)

Employee Signature: Richard H Broderick Jr.

B/C or Division Chief - Approved: Denied:

B/C or Div. Chief Signature:

Education Asst. Chief - Approved: Denied:

Ed. Asst. Chief Signature:

BC/Division Chief/Education Chief - Reason For Denial

**RCFD Request for Course Attendance & for Travel / Expenses**

Name: Timothy D. Behlings Today's Date: 09/14/09

Full Course / Event Name: American Fire Sprinkler Association, System Layout

Event Dates: Oct. 5 - 9, 2009 Travel Dates: Date Leaving 10/04/09 Time Leaving 6:00 am  
Date Returning 10/10/09 Time in RC 11:00 pm

Event Location: City: Dallas, Texas Facility: AFSA Headquarters training facility

Reasons for Requesting Course **Personal / Professional Development** Reason if listed as Other: \_\_\_\_\_

Other Department Employees that are going with me are: Richard Broderick

I am Requesting:

- On Duty Time: Dates & Times 10/5/09 7:30am
- Overtime Pay for \_\_\_\_\_ Hours: Dates & Times 10/9/09 4:00pm

Registration / Tuition (Attach Conference/Course Information)

Registration Payment: It will need to be paid before I go Registration / Tuition Cost \$ 1,200.00  
Organization paying for Registration other then RCFD \_\_\_\_\_

Transportation Expenses:

- I request a Department Vehicle. I prefer to take \_\_\_\_\_ Estimated Fuel Cost \$ \_\_\_\_\_
- I need to rent a car for \_\_\_\_\_ days at an approximate cost of \$ \_\_\_\_\_ per day.
- I am using my Personal Vehicle but require fuel reimbursement. Estimated fuel cost: \$ \_\_\_\_\_
- I am requesting Airline Travel.
  - I have arranged my own flight/travel arrangements. Total Cost is \$ 300.00
  - Name of Airline: \_\_\_\_\_
  - Date and time of arrival: \_\_\_\_\_
  - Date and time of departure: \_\_\_\_\_
  - Attach copy of Itinerary*

- I am requesting the Administrative Assistant arranged my flight/travel. Estimated Cost is \$ \_\_\_\_\_
- Preferred Airline (Dependent on price & travel requirements): \_\_\_\_\_
- Required arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Date and time of departure: \_\_\_\_\_

Lodging:

- I don't need lodging.
- I will need lodging arrangements. Total cost is \$ 600.00 Lodging arrangement made by I request that Admin. Asst. arrange lodging
- Check in date: 10/04/09
- Check out date: 10/10/09
- Preferred Hotel: Name: Staybridge Suites
- Address: \_\_\_\_\_
- Phone number: (972) 391-0000

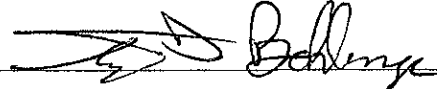
Meals:

- I will need meal reimbursement
- I will not need funding for meals
- I will be attending the NFA and will need a check for \$ \_\_\_\_\_
- The following number of meals are included with the Conference/ Course
- Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Supper \_\_\_\_\_

Other Expenses:


- I have other expenses. They are: Ground Transportation (40.00)

**I am aware that I will need to submit copies of conference/course information and travel arrangements with this application. I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return. Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)**

Employee Signature: 

\*\*\*\*\*

B/C or Division Chief - Approved:  Denied:  B/C or Div. Chief Signature: \_\_\_\_\_

Education Asst. Chief - Approved:  Denied:  Ed. Asst. Chief Signature: 

BC/Division Chief/Education Chief - Reason For Denial \_\_\_\_\_

08/04/09 13:10 To: Rich Broderick, (605) 394-5235

FROM: American Fire Sprinkler Association PHONE: (214) 349-5965 FAX: (214) 276-0908



# System Layout School for Residential 1 & 2 Family Dwellings • October 5-9, 2009

Location: AFSA Training Center, Dallas, TX  
Presented by the American Fire Sprinkler Association

This five-day class will provide basic training in the layout and calculation of a residential fire sprinkler system. The class will discuss the stand alone, multipurpose, and the flow-through system types. The topics covered during the class will be: how to determine water supply, material selection, the requirements of NFPA 13D and the IRC. The course will include fire sprinkler system layout and hydraulic calculation exercises.

This class is geared towards those with limited experience who need assistance with design & those wanting to refresh their experience. Upon completion of this class, the student should understand the basics of residential layout and how to apply NFPA 13D and P2904 of IRC.

## Registration

AFSA Members: \$750

**Special 20% discount for members: \$600**

NonMembers: \$1150

Maximum enrollment of 15 students.

Class subject to minimum registration.

## Training Facility Location

AFSA Headquarters – Dallas, TX

Hotel Location: Staybridge Suites

Special AFSA Group Rate: \$84.95+tax/night

To make hotel reservations: 972-391-0000

Accommodations, food, travel expenses are not included in registration fee. Please do not make travel arrangements until your registration has been confirmed by AFSA.

### Cancellation/Reschedule Policy

- Cancel up to 30 days prior = Refund minus \$150 fee
  - Cancel up to 14 days prior = 50% refund
  - Cancel within 14 days of class = no refund
  - Reschedule up to 30 days prior = \$150 fee
  - Reschedule up to 14 days prior = \$300 fee
  - Reschedule within 14 days of class = \$500 fee
- All cancellations/changes must be made in writing.

## REGISTRATION

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Company \_\_\_\_\_ Supervisor Name &amp; Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

## Payment

 Check Enclosed for: \$ \_\_\_\_\_ Visa MasterCard

MasterCard/Visa # \_\_\_\_\_ Exp Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

If paying with check, mail form & check payment to: American Fire Sprinkler Assn. • c/o Wells Fargo Bank • PO Box 200201 • Dallas, TX 75320-0201. We do not accept American Express. If paying with credit card, fax form to (214) 343-8898.

**AFSA Bucks can be applied towards registration for this class! Questions? Call 214.349.5965.**

If you'd rather not receive faxes from AFSA, fax your removal request to 888.839.4830 or email @ [no-fax@firesprinkler.org](mailto:no-fax@firesprinkler.org). Include your company name & the specific fax number at which you do not wish to receive faxes from us. Our failure to comply with your request may be unlawful.