

CITY OF RAPID CITY TRAVEL REQUEST

LF111009-03

Person requesting travel Joe Tjaden 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.)

Hazardous Materials Incident Command Training

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

Place of meeting or destination: Pueblo, CO

Date of meeting 12/7/09-12/11/09

Date trip to begin 12/6/09 Date trip will end 12/12/09

Method of transportation requested City

Estimated transportation cost \$ 672.00

Meals 504.00

Lodging 6 days \$60/night x 2 720.00

Other costs - description Tuition \$1590 x 2 3180.00

Total estimated cost of trip \$ 5076.00

Signed _____ Date 11/4/09
(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