

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Joe Tjaden Department 9202 - HazMat

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)  
to attend classes "HazCat Workshop"

List all other City employees, if any, making the trip for the same purpose: David Christie, Seth Purcella, TU Nicolai, Jon Baldwin

Place of meeting or destination: Rapid City Landfill

Date of meeting Nov 19-22, 2002

Date trip to begin Nov 19, 2002 Date trip will end Nov 22, 2002

Method of transportation requested Dept. Vehicle

Estimated transportation cost \$ \_\_\_\_\_

Meals \_\_\_\_\_

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

Other costs - description registration x 3.5 2625.00

HazTech Systems, Inc.; we receive 1.5 students w/o charge

Total estimated cost of trip for sponsoring the course \$ 2625.00

Signed: [Signature] Date 11-1-02  
(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 employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy