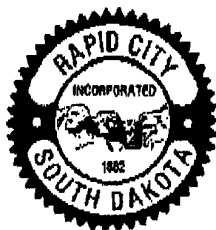


CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701



Department of Fire and Emergency Services

10 Main Street

605-394-4180

Fax: 605-394-6754

June 26, 2000

TO: Maggie Paul, Legal Assistant
FROM: Frankie Hofer, Fire Department
RE: Agenda Item

Please place the following item on the Council Preview Agenda:

Request for approval for Joseph Tjaden to travel to Denver, CO to attend classes at HealthONE Emergency Medical Center to become a licensed paramedic. He will be attending school there from July to December 2000.

Costs for this paramedic training are being charged to the HazMat Budget 9202. Tuition for the classes is \$3,250.00 and expected costs for housing will not exceed \$550.00 per month. The Mayor has given approval as per copy of the attached travel request.

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Joseph 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 at HealthONE Emergency Medical Services to become a licensed paramedic

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

Place of meeting or destination: Denver, CO

Date of meeting July 5, 2000 - Dec. 12, 2000

Date trip to begin July 5, 2000 Date trip will end December 13, 2000

Method of transportation requested personal vehicle

Estimated transportation cost \$ _____

Meals _____

Lodging 6 - months days amt not to exceed \$550.00 month

Other costs - description Tuition 3250.00

Total estimated cost of trip \$ 6550.00

Signed J. Tjaden 6-14 Date Craig Schaff Date 6-15-00
(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: [Signature] Date 6-16-00
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