

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Craig Tieszen 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.)

Hold Annual Goals meeting at the Civic Center

List all other City employees, if any, making the trip for the same purpose: Approx. 35 from RCPD

Place of meeting or destination: Rapid City - Civic Center

Date of meeting January 10-12, 2001

Date trip to begin January 10, 2001 Date trip will end January 12, 2001

Method of transportation requested \_\_\_\_\_

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

Meals \_\_\_\_\_

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

Other costs - description Room - Meals 500.00

Total estimated cost of trip \$ 500.00

Signed CT Date [Signature] Date 10/10/00  
(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 10-10-00  
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