

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

February 1, 2000

TO: Maggie Paul, Legal Assistant

FROM: Frankie Hofer

RE: Agenda Item

Please place the following item on the Council Preview Agenda:

Request for approval for Assistant Chief Richard Lehmann to attend the Fire Department Instructors' Conference in Indianapolis, IN from February 27 - March 4, 2001.

This year because Chief Lehmann is "new" to his position, we felt that he should be the one to attend these seminars and conference. This is a budgeted item.

A copy of the travel request with the Mayor's approval and signature is attached.

If there are any questions, please call me.

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Richard Lehmann Department 0202 - FIRE

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 FDIC Conference

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

Place of meeting or destination: Indianapolis, IN

Date of meeting February 27 - March 4, 2001

Date trip to begin February 27, 2001 Date trip will end March 4, 2001

Method of transportation requested air

Estimated transportation cost	\$ <u>504.00</u>
Meals	<u>198.00</u>
Lodging <u>5</u> days	<u>600.00</u>
Other costs - description <u>registration</u>	<u>400.00</u>
Total estimated cost of trip	\$ <u>1702.00</u>

Signed Richard Lehmann Date Gary Shepherd Date 1-26-01
(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: Vin JHA Date 1-26-01
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