

### CITY OF RAPID CITY TRAVEL REQUEST

LF050201-02

Person requesting travel William Reishus 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 Advanced Hazmat Technician classes**

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

Place of meeting or destination: Pueblo, CO

Date of meeting May 21-25, 2001

Date trip to begin May 20, 2001 Date trip will end May 26, 2001

Method of transportation requested Dept vehicle

Estimated transportation cost \$ 50.00

Meals 208.00

Lodging 6 days 342.00

Other costs - description class registration 1295.00

Emergency Response Training Center

Total estimated cost of trip \$ 1895.00

**These expences reimbursed by a State**

Signed William Reishus Grant Date 4-12-01  
(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: [Signature] Date 4-12-01  
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