

CITY OF RAPID CITY  
TRAVEL REQUEST LF081501-02

Person requesting travel David Christie 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 Hazardous Material 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 Aug 20-31, 2001

Date trip to begin Aug 19, 2001 Date trip will end Sept. 1, 2001

Method of transportation requested Dept Vehicle

Estimated transportation cost \$ 50.00

Meals 439.00

Lodging 13 days 627.24

Other costs - description class registration 2100.00

Transportation Technology Center

Total estimated cost of trip \$ 3216.24

Signed David Christie Date Gary Shepherd Date 8-3-01  
(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: Jerry Munson Date 8-3-01  
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