

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.)

To conduct annual department meeting at the Civic Center

List all other City employees, if any, making the trip for the same purpose: 30-35 department attendees

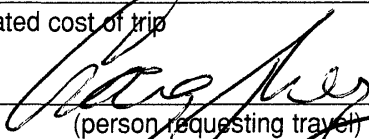
Place of meeting or destination: Rushmore Plaza Civic Center

Date of meeting January 9, 10 & 11, 2002

Date trip to begin January 9, 2002 Date trip will end January 11, 2002

Method of transportation requested _____

Estimated transportation cost	\$ _____
Meals	_____
Lodging _____ days	_____
Other costs - description <u>total package room & lunch &</u>	_____
<u>drinks/snacks</u>	<u>500.00</u>
Total estimated cost of trip	\$ <u>500.00</u>

Signed  Date 10/14/02
 (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: _____ Date _____
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