

### CITY OF RAPID CITY TRAVEL REQUEST

LF103101-20

Person requesting travel Dan Goodart 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 CAMEO update classes--Computer Aided Management of

Emergency Operations

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

Place of meeting or destination: Baltimore, MD

Date of meeting Dec 10-13, 2001

Date trip to begin Dec 8, 2001 Date trip will end Dec 14, 2001

Method of transportation requested Air

Estimated transportation cost	\$	<u>449.00</u>
Meals		<u>198.00</u>
Lodging <u>6</u> days		<u>742.50</u>
Other costs - description <u>registration</u>		<u>150.00</u>

Total estimated cost of trip \$ 1539.50

Signed Dan Goodart Date Gary Shepherd Date 10-23-01  
(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: \_\_\_\_\_ 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