



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

LF050102-01

April 15, 2002

TO: Maggie Paul, Legal Assistant
FROM: Frankie Hofer, Rapid City Fire Department
RE: Agenda Item

Please place the following item on the Council Preview Agenda:

Request for approval for Chief Gary Shepherd to attend the International Association of Fire Chiefs conference --"Fire Rescue International."
It will be held in Kansas City, MO, from August 21-26, 2002.

Permission is requested at this time to receive the lower rates for registration and air fares, etc.

(Attached is a copy of the City Travel Request signed by the Mayor.)

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Chief Gary Shepherd 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 conference - Fire Rescue International

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

Place of meeting or destination: Kansas City, MO

Date of meeting Aug 23-26, 2002

Date trip to begin Aug 21, 2002 Date trip will end Aug 26, 2002

Method of transportation requested Air

Estimated transportation cost \$ 300.00

Meals 200.00

Lodging 5 days 797.50

Other costs - description registration 525.00

International Association of Fire Chiefs

Total estimated cost of trip \$ 1822.50

Signed Gary Shepherd Date Gary Shepherd Date 4-12-02
(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: [Signature] 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