

LF051502-03

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel John A. Beardsky 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.)

Computer Forensic Science and NTKS Forensic Suite training for computer evidence data recovery and procedures.

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

Place of meeting or destination: Nex Technology Inc Training Facility, Gresham Oregon

Date of meeting June 19, 2002 6/19 - 6/22

Date trip to begin June 19, 2002 6/19/02 Date trip will end June 22, 2002 6/22/02

Method of transportation requested air

Estimated transportation cost	\$	<u>300.00</u>
Meals		<u>162.00</u>
Lodging <u>7</u> days		<u>400.00</u>
Other costs - description <u>Training tuition</u>		<u>\$1,920.00</u>
<u>Rail to training</u>		<u>20.00</u>
Total estimated cost of trip	\$	<u>2,802.00</u>

Signed John A. Beardsky Date 4/19/02 Richard A. Kelly Date 4/19/02  
(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

