



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

LF040203-01

March 17, 2003

TO: Maggie Paul, Legal Assistant
FROM: Frankie Hofer 
RE: Legal and Finance Agenda Items

Please place the following item on the agenda:

Requesting approval for Matthew Culberson to attend "Advanced HazMat Technician" classes at the Emergency Response Training Center in Pueblo, CO, from June 16-20, 2003. Estimated expenses for the trip will be \$1,812.00. Also requesting approval to enter into a contractual agreement with the State of South Dakota for a grant to cover the expenses for this trip.

These expenses will be covered by a State Grant
**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Matthew Culberson 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 classes at the Emergency Response Training Center--Advanced

HazMat Technician

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

Place of meeting or destination: Pueblo, CO

Date of meeting June 16-20, 2003

Date trip to begin June 15, 2003 Date trip will end June 21, 2003

Method of transportation requested Dept Vehicle

Estimated transportation cost \$ 50.00

Meals 215.00

Lodging 6 days 252.00

Other costs - description registration 1295.00

Transportation Technology Center, Inc.

Total estimated cost of trip \$ 1812.00

Signed Matthew Culberson Date Gary Shepherd Date 3-17-03
(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