



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

LF061103-03

June 3, 2003

TO: Maggie Paul
FROM: Frankie
RE: Legal Finance Agenda Item

Please place the following on the next upcoming agenda:

Request for approval for Chief Gary Shepherd to attend the International Association of Fire Chiefs Conference in Dallas, TX, August 22-25, 2003.

Attached is a copy of the Travel Request approved by the Mayor. Total expenses for the trip are estimated at \$1755.75.

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel 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 IAFC Conference

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

Place of meeting or destination: Dallas, TX

Date of meeting Aug 22-25, 2003

Date trip to begin Aug 21, 2003 Date trip will end Aug 26, 2003

Method of transportation requested Air

Estimated transportation cost \$ 375.00

Meals 175.00

Lodging 5 days 810.75

Other costs - description Conference Registration 395.00

(International Assn of Fire Chiefs)

Total estimated cost of trip \$ 1755.75

Signed Gary Shepherd 5-29-03 Date Gary Shepherd Date 5-29-03
(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: Jim Hia Date 5-30-03
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