

LF042804-08

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jon Dickes 394 Department RCPD

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

TRAVEL TRAINING COURSES FOR FORENSIC EXAMINER - DEMYSTIFYING PALM PRINTS & COURT ROOM TESTIMONY

List all other City employees, if any, making the trip for the same purpose: N/A

Place of meeting or destination: CARROLLTON TEXAS

Date of meeting July 12, 2004

Date trip to begin July 11, 2004 Date trip will end July 17, 2004

Method of transportation requested AIRLINE

Estimated transportation cost	\$ <u>317.40 (PLANE TICKET)</u>
Meals	<u>198.00</u>
Lodging <u>6</u> days	<u>474.00</u>
Other costs - description <u>COURSE FEES</u>	<u>500.00</u>
<u>TAXIS / AIRPORT SHUTTLES</u>	<u>200.00</u>
Total estimated cost of trip	<u>1689.40</u>

Signed Jon Dickes 4/14/04 Date [Signature] Date 4/14/04  
(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 event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor      Yellow copy - Finance      Gold copy - Department copy

*Maggie - Can we get this on the next legal / finance Pam*