

LF060204-08

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Craig Tieszen 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.)
Community Policing Conference

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

Place of meeting or destination: Washington, DC

Date of meeting 6/22 - 6/22/04 Date trip will end 6/23/04

Date trip to begin 6/22/04 Method of transportation requested Airfare

Estimated transportation cost 320 x 2 \$ 640.00

Meals 148 x 2 296.00

Lodging 4 days 700.00

Other costs - description _____ \$ _____

Total estimated cost of trip \$ 1636.00

Signed [Signature] Date _____ (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 \$1,600, per event, Council approval is required.

Approved by Common Council on _____ (Date)

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