

LF060204-09

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Tom Garinger Department RCPD Investigations

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
ATTEND TRAINING - REID INTERVIEW AND INTERROGATION

COURT
List all other City employees, if any, making the trip for the same purpose: MARCOS GLASS

Place of meeting or destination: Holiday Inn University Park - FT. Collins, Colorado

Date of meeting 13-15 JULY

Date trip to begin 12 July 2004 Date trip will end 15 July 2004

Method of transportation requested CIA Vehicle

Estimated transportation cost \$ 86.00

Meals 140.00

Lodging 3 days x 99.00 297.00

Other costs - description SEMINAR FEES 1100.00

Total estimated cost of trip \$ 1623.00

Signed [Signature] Date [Signature] Date 7/26/04
(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 IAF for 6/2.
Please let me know - Thanks - Pam*