

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Craig Vieson 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.)  
Annual Goals Setting Meeting

List all other City employees, if any, making the trip for the same purpose: Chief & Staff - ~35

Place of meeting or destination: Conis Center  
Date of meeting Jan 19-21<sup>st</sup>, 05  
Date trip to begin Jan 19, 05 Date trip will end Jan 21, 05  
Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ \_\_\_\_\_  
Meals \_\_\_\_\_  
Lodging \_\_\_\_\_ days \_\_\_\_\_  
Other costs - description Flat fee \_\_\_\_\_ 500.00  
Total estimated cost of trip \$ 500.00

Signed [Signature] Date [Signature]  
(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 employee, Council approval is required.  
Approved by Common Council on \_\_\_\_\_ (Date)

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