

LF042705-02

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Off Rick Arnold 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.)

EVPC TRAINING IN OKLAHOMA

List all other City employees, if any, making the trip for the same purpose: OFF NAROLD JASKE, OFF JEFF ALEXANDER, OFF CURTIS HOLBROOK, OFF FEEB, SNO OFF TRACY WILSON

Place of meeting or destination: BURNS FLAT OK

Date of meeting OCTOBER 10-14, 2005

Date trip to begin OCTOBER 8, 2005 Date trip will end OCTOBER 15, 2005

Method of transportation requested DEPT VEHICLE

Estimated transportation cost \$ 900

Meals 1728

Lodging 2 days 360

Other costs - description _____

Total estimated cost of trip \$ 2988

Signed R Arnold #451 4/12/05 Date (person requesting travel)

Rick Arnold Date 4/12/05 (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 - please put on L/F agenda. Thanks.