

LF051105-04

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Ray Coriford 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.)
Boston, Mass. for the 2005 CALEA Conference. Training and

discussion of 5th Edition CALEA standards will be discussed.
List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Boston, Mass.

Date of meeting July 27-30, 2005 Date trip will end July 30, 2005

Date trip to begin July 26, 2005
Method of transportation requested Air

Estimated transportation cost	\$ 500.00
Meals	180.00
Lodging	765.00
Other costs - description <u>Registration Fee</u>	425.00
	00
Total estimated cost of trip	\$ 1870.00

Signed [Signature] 151 Date [Signature] Date 4/25/05
(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 - Please put on next
L/F Thanks Pam 4/25/05