

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel David Stucke Department P.D.

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Course in "Forensic Video Analysis: Photographic/Video Comparison"  
I currently perform this work with minimal training. This course counts toward certification.  
List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

Place of meeting or destination: British Columbia Institute of Technology

Date of meeting Aug 22-26, 2005

Date trip to begin Aug 21, 2005 Date trip will end Aug 27, 2005

Method of transportation Requested Flight, shuttle bus

Estimated transportation cost \$ 788.00 (incl. Hotel pkg.)

Meals 6 x \$36 216.00

Lodging 6 days 843.00

Other costs - description BCIT Forensic Course (in US\$) 843.00  
(#1025 Canadian)

Total estimated cost of trip \$ 1,847.00

Signed David Stucke  
(person requesting travel)

Date 6/22/05 Ray King Date 6/22/05  
(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