

CITY OF RAPID CITY TRAVEL REQUEST

LF030106-06

Person requesting travel Dab Cady 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.)

To attend the North Central Law Enforcement Executive Development Seminar

List all other City employees, if any, making the trip for the same purpose: James Johns, Dan Rud

Place of meeting or destination: St. Cloud, Minnesota

Date of meeting May 15-19, 2006

Date trip to begin May 14, 2006 Date trip will end May 19, 2006

Method of transportation requested Department Vehicle

Estimated transportation cost	\$	<u>150</u>
Meals		<u>117.00</u>
Lodging <u>5</u> days		<u>900.00</u>
Other costs - description <u>Seminar Registration; \$395.00</u>		<u>1,185.00</u>
<u>X3</u>		

Total estimated cost of trip \$ 2,412

Signed Dab Cady 2/14/06 Date [Signature] Date 2/15/06
(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

2/22/06
Maggie - Please put in next 4/F agenda
Thanks - Pam