

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF041206-02

Person requesting travel James Ronfeldt 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 a training conference in Kansas City, MO.

List all other City employees, if any, making the trip for the same purpose: Brad Booth

Place of meeting or destination: Kansas City, MO.

Date of meeting June 12-15, 2006

Date trip to begin June 11, 2006 Date trip will end June 15, 2006

Method of transportation requested travel car

| | | |
|--|----|-------------------|
| Estimated transportation cost | \$ | <u>340.00</u> |
| Meals | | <u>360.00</u> |
| Lodging <u>4</u> days | | <u>800.00</u> |
| Other costs - description <u>Conference Fees</u> | | <u>350.00</u> |
| Total estimated cost of trip | | \$ <u>1850.00</u> |

Signed James Ronfeldt 3/13/06 Date Ed Johnson 3-22-06
(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

*Magge - Please put on 4/F agenda
Thanks, Pam 4/4/06*