

# CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Eric Martens Department Fire 0202

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

Highway Emergency Response Specialsit Training

List all other City employees, if any, making the trip for the same purpose: Harry Chapman, Dustin Willett

Place of meeting or destination: Pueblo, CO

Date of meeting 8/14-8/18, 2006

Date trip to begin 8/13/2006 Date trip will end 8/19/2006

Method of transportation requested City

Estimated transportation cost \$ 336.00

Meals 543.00

Lodging 6 days \$45/night x 3 810.00

Other costs - description Tuition \$1399.00 x 3 4197.00

Total estimated cost of trip \$ 5886.00

Signed \_\_\_\_\_ Date Gary Shepherd Date 6-15-06  
(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