

CITY OF RAPID CITY TRAVEL REQUEST

LF083006-06

Person requesting travel Chris Holbrook 382 Department Rapid City 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.)

K-9 TRAINING in Colorado

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: Wellington, Colorado

Date of meeting 9-18-06

Date trip to begin 9-17-06 Date trip will end 10-28-06

Method of transportation requested DEPT. VEHICLE

Table with 2 columns: Description and Amount. Rows include Estimated transportation cost (\$840.00), Meals (1250.00), Lodging (30 days, 1465.00), Other costs - description (TRAINING - JOB, 3000.00), Total estimated cost of trip (5390.00), and Total estimated cost of trip (\$11,855.00).

Signed [Signature] 382 8-16-06 Date [Signature] Date 8/23/06 (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

Maggie - Here's that Travel Request I need put on next L/F.

Thanks