

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel JAMES JONES Department _____

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

LEEDA COMMAND INSTITUTE

List all other City employees, if any, making the trip for the same purpose: LT. DAVE STRATTON, LT. TEM VUEGER

Place of meeting or destination: BOULDER CO

Date of meeting MAY 14-18th

Date trip to begin MAY 13 Date trip will end MAY 18

Method of transportation requested DEPT CAR

Estimated transportation cost \$ 150⁰⁰

Meals 453

Lodging _____ days 600⁰⁰

Other costs - description REGISTRATION 1950

Total estimated cost of trip \$ 3153

Signed [Signature] Date 5/11/07
(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

5/24/07
Maggie - Please put on next L/F agenda. Thanks - Pam