

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jim Bussell 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.)

Haz Mat Technician Class

List all other City employees, if any, making the trip for the same purpose: Mike Wright, Jimmy Massey

Place of meeting or destination: Pueblo, CO

Date of meeting 3/12/07-3/23/07

Date trip to begin 3/11/07 Date trip will end 3/24/07

Method of transportation requested City

Estimated transportation cost \$ _____

Meals 484.00

Lodging 13 days @48.95/night 636.35

Other costs - description Tuition 2475.00

Total estimated cost of trip \$ 3595.35

Signed _____ Date Garry Shepherd Date 1-30-07
(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

1.1BUSSELL/JIM
1 PUBDT PUEBLO CONVENTION CTR HK 1 GENR HTMA SUN 11MAR07 13NTS SAT 24MAR07
TP-BUSINESS RATES QUOTED IN USD - US DOLLAR 48.95 48.95
MKT-HTMG HMT07-02 ERTC *HTM
2 ARVL/GTD/CO/DB CITY OF RAPID CIT
3 1 ROOM-NOT AVAILABLE/1 King Bed (K1)
Rates exclude tax and fee amounts below (based on single occupancy):
11.800pc/r 0.000pc/p 0.00/r/n 0.00/p/n 0.00/r/s 0.00/p/s
CNFO-80171197
PHON-6053944180C
ESHERYL.ALDRIDGE@RCGOV.ORG
ADRA-C/SHERYL ALDRIDGE,ERTC,GET,PUEBLO CO 81003,USA*/US
FROM-144211DRWE

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ _____

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: _____

I am available to return at: _____

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ _____

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of 3-11-2007

Through the night of 3-23-2007

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. _____

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast _____

Lunch _____

Supper _____

I will be attending the NFA and will need a check for \$ _____

I will not need meals

Other Expenses:

I need to rent a car for _____ days at an approximate cost of \$ _____ per day.

I have other expenses. They are:

I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.

Please list any special needs required for your attendance at this Conference / Course

RCDF&ES General Applications for Course Attendance
& Request for Travel / Expenses

Name: Tim Russell Signature: [Signature] Today's Date: 12-7-2006

Full Course / Event Name: 80 Hour Haz Mat Tech Class

Event Dates: 3-12-07 through 3-23-07 Travel Dates: Date Leaving 3-11-07 Time Leaving 6:00 am
Date Returning 3-24-07 Time in RC 4:30 pm

Event Location: Rapid City Pueblo, CO

Reasons for Requesting Course: Approved: B/C or Division Chief

Required For Promotion Education Chief

Required For Apprenticeship Denied: B/C or Division Chief

Required For Current Position Education Chief

Other To become 80hr Haz Mat Tech Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

B/C or Div. Chief Signature Capt. [Signature] Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: Lt. Mike Wright

Lt. Jimmy Massey

I am Requesting:

On Duty Time: Overtime Pay for _____ Hours
Dates & Times 3-13, 16, 19, 22-2007 24 hrs Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ _____
 I will pay and be reimbursed later.
 I will have them bill the Department
 It will need to be paid before I go
 I need to take a check with me
 Registration / Tuition will be paid by: State Haz Mat Grant

TRAVEL VOUCHER

PAYEE Jim Bussell

Dept. Name Fire
 Dept. No. 0202
 Date _____

Miscellaneous Expenses:

Date	Description of Expense	Amount

Attach plane ticket, itinerary and program when applicable.

20 07		Description of Travel-Point of Travel-Person Contacted, etc.	Time		Auto Miles	Trans. Cost	Meals	Lodging	Out-of-State Per Diem
Mo.	Day		Leave	Return					
3	11	In State B Out State L, D	6:00A				5.00		28.00
3	12	Out State B, L, D							36.00
3	13	"							36.00
3	14	"							36.00
3	15	"							36.00
3	16	"							36.00
3	17	"							36.00
3	18	"							36.00
3	19	"							36.00
3	20	"							36.00
3	21	"							36.00
3	22	"							36.00
3	23	"							36.00
3	24	Out State B, L					5.00		19.00
			TOTAL						

GRAND TOTAL 484.00

AMOUNT REIMBURSABLE

PURPOSE OF TRIP Haz Mat Technician Course - Pueblo, CO

