

CITY OF RAPID CITY TRAVEL REQUEST LF061307-03

Person requesting travel Thrash, Douglas C. 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.)

FBI National Academy

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

Place of meeting or destination: Quantico, Virginia

Date of meeting July 8, 2007

Date trip to begin July 7, 2007 Date trip will end September 14, 2007

Method of transportation requested provided by FBI

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description Stipend 1,500

Total estimated cost of trip \$ 1,500

Signed Douglas Thrash 6/4/07 (person requesting travel) Date 6/4/07 (Department Head) Date 6/4/07

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

6/4/07 Maggie - Please put on next I/F agenda. Thanks - Pam