

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Deb Cady 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.)

Attend the International Property Crime Investigations Conference

List all other City employees, if any, making the trip for the same purpose: Tom Garinger, Warren Poches

Place of meeting or destination: Las Vegas, NV

Date of meeting Aug 14-16, 2007

Date trip to begin Aug 13, 2007 Date trip will end Aug 17, 2007

Method of transportation requested Airline

Estimated transportation cost 171×3 \$ 513

Meals 4 days 2 Rooms 417

Lodging 4 days 2 Rooms 520

Other costs - description Conference Fee 345 x 3 1,035

Total estimated cost of trip \$ 2,485

Signed Deb Cady 6-15-07 Date [Signature] Date 6/15/07
(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

6/18/07
Maggie - Please add to next 4/F agenda.
Thanks Pam