

CITY OF RAPID CITY
TRAVEL REQUEST

LF082907-08

Person requesting travel SCOTT SITTS Department POLICE DEPT

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

INSTRUCTOR CERTIFICATION FOR DEFENSIVE DRIVING CLASS

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

Place of meeting or destination: MINNEAPOLIS, MN

Date of meeting 11/19/07 - 11/21/07

Date trip to begin 11/18/07 Date trip will end 11/21/07

Method of transportation requested AIR

Estimated transportation cost \$ 850.00

Meals 300.00

Lodging 3 days 600.00

Other costs - description CLASS REGISTRATION 800.00

(2 @ \$400 EA) MISC 100.00

Total estimated cost of trip \$ 2650.00

Signed [Signature] 8/1/07 Date [Signature] Date 8/9/07
(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: [Signature] Date 8/13/07
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