

CITY OF RAPID CITY
TRAVEL REQUEST

LF103107-10

Person requesting travel

DALE MCCABE

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.)

DEATH & HOMICIDE SEMINAR

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

CATHY BOLLPlace of meeting or destination: LAS VEGAS, NVDate of meeting 12-3-07 TO 12-7-07Date trip to begin 12-2-07Date trip will end 12-7-07Method of transportation requested AIRPLANE

Estimated transportation cost

\$ 600.00

Meals

394.00Lodging 5 days640.00Other costs - description REGISTRATION FEE990.00

Total estimated cost of trip

\$ 2624.00

Signed

10-16-07

Date



Date

10-17-07

(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

10/24/07

Maqqe - Please put on next 4/F
meeting. Thanks