

CITY OF RAPID CITY
TRAVEL REQUEST

LF010208-06

Person requesting travel CHASTAIN, JIM 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.)

TWO-WEEK ACCIDENT RECONSTRUCTION SCHOOL

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

Place of meeting or destination: JACKSONVILLE FLDate of meeting MAY 5th - MAY 16th 2008Date trip to begin MAY 4th 2008 Date trip will end MAY 16th 2008Method of transportation requested AIRLINEEstimated transportation cost \$ 600.00Meals 500.00Lodging 12 days 325.00Other costs - description TUITION 825.00Total estimated cost of trip \$ 2250.00Signed [Signature] Date [Signature] Date 12-20-07
(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

12/21/07

Maggie - Please put on L/F agenda.
Thanks - Pam