

CITY OF RAPID CITY TRAVEL REQUEST

LF021308-07

Person requesting travel Ray Cornford 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.)

I am requesting to attend the spring 2008 CALEA conference for continued education and involvement in the accreditation process

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

Place of meeting or destination: Atlanta Georgia

Date of meeting March 12-15, 2008

Date trip to begin March 11, 2008 Date trip will end March 16, 2008

Method of transportation requested Airline

Estimated transportation cost \$ 375.00

Meals 199.00

Lodging 5 days 776.25

Other costs - description Conference fee 470.00

Total estimated cost of trip \$ 1820.25

Signed [Signature] 1-24-08 Date [Signature] Date 1-26-08 (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

1/28/08 Maggie - Please put on L/F agenda. Thanks, Pam