

CITY OF RAPID CITY TRAVEL REQUEST

LF021308-09

Person requesting travel Brian Blenner Department RCPD

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

Active Shooter Response Training

List all other City employees, if any, making the trip for the same purpose: Jim Hansen, Spencer O'Bryan

Place of meeting or destination: Riverton, Wyo

Date of meeting March 17-21, 2008

Date trip to begin March 16 Date trip will end March 21st

Method of transportation requested Vehicle

Estimated transportation cost \$ 150 Fuel

Meals \$ 648 Per Diem

Lodging 5 days 1050 Rooms

Other costs - description Registration Fee 1750 Reg Fee

Total estimated cost of trip \$ 3598

Signed B. Blenner 1-29-08 Date [Signature] Date 2-5-08 (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

2/6/08 Maggie - Please put on 4/F agenda. Thanks, Pam