

CITY OF RAPID CITY TRAVEL REQUEST

LF040208-03

Person requesting travel Michael Schanz Department Police-Evidence

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

Attend 10 week Academy training at National Forensic Academy, University of Tennessee  
List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: KNOXVILLE, TN

Date of meeting 9-8-08 thru 11-14-08

Date trip to begin 9-5-08 Date trip will end 11-16-08

Method of transportation requested City vehicle

Estimated transportation cost \$ 500-  
Meals 2590-  
Lodging 4 days - TRAVEL 300-  
Other costs - description \_\_\_\_\_

Total estimated cost of trip for Schanz \$ 3390.00

Signed [Signature] 3.12.08 Date [Signature] Date 3-14-08  
(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

3/17/08  
Magge - Please put on L/F agenda  
Thanks, Pam