

CITY OF RAPID CITY TRAVEL REQUEST

LF040208-04

Person requesting travel Lt. JAMES JOHNS Department POLICE / STREET

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

POLICE FLEET EXPO

List all other City employees, if any, making the trip for the same purpose: TRACY WIEST / STREET DEPT

Place of meeting or destination: MILWAUKEE WI

Date of meeting Aug 20 - 23

Date trip to begin Aug 19 Date trip will end Aug 24

Method of transportation requested AIRLINE

Estimated transportation cost \$ 750.00

Meals 432.00

Lodging 5 days 615.00

Other costs - description REGISTRATION 198.00

TAXI / SHUTTLE 50.00

Total estimated cost of trip \$ 2045.00

Signed [Signature] 3/18/08 Date [Signature] 3-19-08 (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

3/24/08

Maggie -

Please put on 4/18 Agenda.

Pam