

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel To Be Assigned 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.) Training for a new canine handler of a police dog

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

Place of meeting or destination: FT. Collins, Colorado

Date of meeting _____
Date trip to begin June 23, 2008 Date trip will end July 18, 2008

Method of transportation requested _____

Estimated transportation cost	\$	<u>400.00</u>
Meals		<u>720.00</u>
Lodging <u>20</u> days		<u>1,000.00</u>
Other costs - description <u>Training Registration</u>		<u>1,500.00</u>
Total estimated cost of trip	\$	<u>3,620.00</u>

Signed [Signature] Date 5-21-08 [Signature] Date 5-21-08
(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

**RAPID CITY POLICE DEPARTMENT
MEMORANDUM**

May 20, 2008



MEMO TO: Chief Allender
FROM: Lieutenant Vlieger
SUBJECT: Canine Handler Training

We are currently in the process of selecting a canine handler who will be reassigned one of our police canines, Mako. When the selection is completed the officer chosen will need to attend training with Joe Clingan, our trainer, at Ft. Collins, Colorado. Due to the fact Mako is already a trained police dog the training provided will shorter than if we were to send a new trainer to be trained with a new police canine. The training session to train a new handler will only be for four weeks.

The costs for the canine handler training are:

Transportation	\$ 400.00
Out of State Per Diem	\$ 720.00
Lodging	\$1000.00
Trainer Fee	\$1500.00
TOTAL	\$3620.00

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