

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Richard Holt 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 and certification as law enforcement fitness specialist at The Cooper Institute at Dallas, Texas

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

Place of meeting or destination: Dallas, Texas

Date of meeting April 27, 2009 through May 1, 2009

Date trip to begin April 25, 2009 Date trip will end May 2, 2009

Method of transportation requested County Vehicle

Estimated transportation cost	\$	<u>125.00</u>
Meals		<u>608.00</u>
Lodging <u>seven</u> days		<u>941.00</u>
Other costs - description <u>registration</u>		<u>1390.00</u>

Total estimated cost of trip \$ 3064.00

Signed [Signature] Date 12-16-08
(person requesting travel) [Signature] (Department Head) TS

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

12/16/08 -
Maggie, Please put on 4/16 agenda.
Thanks, Pam