

CITY OF RAPID CITY TRAVEL REQUEST

LF022509-08

Person requesting travel Wayne Ascherich 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.)

NRA PATROL RIFLE INSTRUCTOR SCHOOL

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

Place of meeting or destination: SIOUX FALLS POLICE DEPT.

Date of meeting JUNE 22-26, 2009

Date trip to begin JUNE 21, 2009 Date trip will end JUNE 26, 2009

Method of transportation requested City vehicle

Estimated transportation cost \$ 150.00 (GAS)

Meals 156.00

Lodging 6 days 420.00

Other costs - description TUITION @ \$525.00 per person 1050.00

Total estimated cost of trip \$ 1776.00

Signed [Signature] for Wayne Ascherich Date [Signature] (person requesting travel) [Signature] (Department Head) Date 2-2-09

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

2/6/09
Magge - Please put on 4/F agenda.
Thanks, Pam