

CITY OF RAPID CITY TRAVEL REQUEST

LF031109-03

Person requesting travel MICHAELA 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.)

NATIONAL FORENSIC ACADEMY - SPRING SESSION.

APPROVED PREVIOUSLY - HAD TO BE PUSHED BACK

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

Place of meeting or destination: KNOXVILLE TN

Date of meeting MAY 14, 2009

Date trip to begin MAY 9, 2009 Date trip will end JULY 19, 2009

Method of transportation requested VEHICLE

Estimated transportation cost \$ 500.00

Meals 2592.00

Lodging 10 WEEKS days 300.00

Other costs - description

Total estimated cost of trip \$ 3392.00

Signed MICHAELA SCHANZ by Diaz Date 1-30-09 STEVE ALLEN Date 3-2-09 (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

3/4/09 - Maggie - Please put on 4/F agenda Thanks Pam