

### CITY OF RAPID CITY TRAVEL REQUEST

LF061009-04

Person requesting travel Steve Allender 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.)

To Attend IACP (International Assn of Chiefs of Police Annual Conference in Denver, CO.

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

Place of meeting or destination: CO Convention Center - Denver, CO

Date of meeting Oct 3-7, 2009

Date trip to begin Oct 2, 2009 Date trip will end Oct 7, 2009

Method of transportation requested City veh.

Estimated transportation cost	\$	<u>200</u>
Meals		<u>200</u>
Lodging <u>5</u> days		<u>1085</u>
Other costs - description <u>Registration</u>		<u>275</u>

Total estimated cost of trip \$ 1760.00

Signed Steve Allender 6.3.09 Date \_\_\_\_\_  
(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

6/3/09-

Please add to L/F. Thanks  
Pam