

LF071509-04

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Tom Senesac Department Police Dept.

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 the 2009 MOCIC Conference

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

Den Cady

Place of meeting or destination: Duluth, MN.

Date of meeting Aug 25-27, 2009

Date trip to begin Aug 23, 2009 Date trip will end Aug 29, 2009

Method of transportation requested City vehicle

Estimated transportation cost	\$ <u>240.⁰⁰</u>
Meals	<u>300.⁰⁰</u>
Lodging <u>5</u> days	<u>1132.⁰⁰</u>
Other costs - description <u>one person registration fee</u>	<u>200.⁰⁰</u>

Total estimated cost of trip \$ 1872.⁰⁰

Signed Tom Senesac #275 Date 7-1-09 (person requesting travel)

Steve Allender Date 7-1-09 (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

7/2/09
Maggie - Please put on L/F agenda.
Thanks
Pam