

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel DAN RUD 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 THE FBI NATIONAL ACADEMY
SESSION 239

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: QUANTICO VIRGINIA

Date of meeting SEP 28, 2009 through December 11, 2009

Date trip to begin SEP 23, 2009 Date trip will end DEC. 15, 2009

Method of transportation requested City vehicle

Estimated transportation cost	\$ <u>450.00</u>
Meals	<u>206.00</u>
Lodging <u>6</u> days	<u>600.00</u>
Other costs - description <u>STIPEND</u>	<u>1500.00</u>
<u>NA UNIFORMS, ASSESSMENT FEES, ASSOC. DUES</u>	<u>500.00</u>
Total estimated cost of trip	\$ <u>3256.00</u>

Signed Dan Rud 8/20/09 Date [Signature] 8-21-09
(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

8/21/09

Maggie - Please put on next 4/F.
Thanks
Pam