

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Det Bill Parsons 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.)

Polygraph Conference - Keep training current for State License requirements

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

Place of meeting or destination: San Diego, CA

Date of meeting Dec 7-11, 2009

Date trip to begin Dec 6, 2009 Date trip will end Dec 11, 2009

Method of transportation requested Plane

Estimated transportation cost	\$ <u>620.80</u>
Meals	<u>404.00</u>
Lodging <u>5</u> days	<u>1,542.00</u>
Other costs - description <u>Course Registration</u>	<u>1,000.00</u>
<u>Car Rental in San Diego w/Parking</u>	<u>350.00</u>
Total estimated cost of trip	\$ <u>3,916.80</u>

Signed Bill Parsons 9/3/09 Date Steve Neavill Date 9-3-09
(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

9/8/09 -

Maggie - Please put on mettt 4/F agenda.

Thanks
Pam