

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Ray Cornford 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.)

Attend training and conference for CALEA Accreditation

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

Place of meeting or destination: Salt Lake City, Utah

Date of meeting 11/18-21/09

Date trip to begin 11/17/09 Date trip will end 11/22/09

Method of transportation requested Airline

Estimated transportation cost	\$	<u>220⁰⁰</u>
Meals		<u>199⁰⁰</u>
Lodging <u>5</u> days		<u>575⁰⁰</u>
Other costs - description <u>Conference Fee</u>		<u>495⁰⁰</u>

Total estimated cost of trip \$ 1489⁰⁰

Signed [Signature] ¹³⁷ Date 9/15/09 (person requesting travel)

[Signature] (Department Head) Date 9-21-09

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: [Signature] 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

10/6/09

Maggie - Please put on next Lf agenda. Will probably go over \$1500 by about \$40.

Thanks Pam