

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Mark Rohlfing Department Fire 0202

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Fire Chiefs Meeting

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

Place of meeting or destination: Watertown, SD

Date of meeting 10/7/09

Date trip to begin 10/6/09 Date trip will end 10/7/09

Method of transportation requested City

Estimated transportation cost	\$	<u>250.00</u>
Meals		<u>38.00</u>
Lodging <u>1</u> days		<u>46.50</u>
Other costs - description _____		_____
Total estimated cost of trip	\$	<u>334.50</u>

Signed _____ 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: M. Rohlfing Date 10/24/09
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