

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Rodney Seals Department Airport Fire

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 ARFF Basic Course

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

Place of meeting or destination: Salt Lake City, UT

Date of meeting December 7-10 2009

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

Method of transportation requested Auto

Estimated transportation cost\* \$ 496.85

Meals 172.00

Lodging 6 days and Registration 1845.00

Other costs - description Parking/Miscellaneous 250.00

\*Assumes no city vehicle available

Total estimated cost of trip \$ 2663.85

Signed \_\_\_\_\_ Date \_\_\_\_\_ 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: \_\_\_\_\_ 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