

**CITY OF RAPID CITY
TRAVEL AND TRAINING REQUEST**

Person requesting travel Brad Staton 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.)

Paramedic Training Program - Tuition & Books
at Western Dakota Tech

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

Place of meeting or destination Western Dakota Tech

Date of meeting January 9, 2012 to Dec. 14, 2012

Date trip to begin Jan. 9, 2012 Date trip will end Dec 14, 2012

Method of transportation requested _____

Estimated transportation cost _____ \$ _____

Meals _____

Lodging _____ days _____

Other costs - description tuition for 2 9800.00

Books for 2 1173.22

Total estimated cost of trip _____ \$ 10973.22

Signed _____ Date M. Malt Date _____
(person requesting travel) (Department Director)

When the cost of the trip will exceed \$1,500 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

White Copy - Mayor

Yellow Copy - Finance

Gold Copy - Department Copy