

002/002

CITY OF RAPID CITY TRAVEL REQUEST

LF062806-07A

Person requesting travel Eric Martens 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.)

Highway Emergency Response Specialist Training

List all other City employees, if any, making the trip for the same purpose: Harry Chapman, Dustin Willett

Place of meeting or destination: Pueblo, CO

Date of meeting 8/14-8/18, 2006

Date trip to begin 8/13/06 Date trip will end 8/19/06

Method of transportation requested City

Estimated transportation cost \$ 336.00

Meals 738.00

Lodging 6 days \$45/night x 3 810.00

Other costs - description Tuition \$1399.00 x 3 4197.00

Total estimated cost of trip \$ 6081.00

Signed _____ Date Gary Duplond Date 6-26-06
(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

06/26/2006 MON 15:00 FAX