

CITY OF RAPID CITY TRAVEL REQUEST

LF061009-03

Person requesting travel: ELIAS DIAZ FOR Kim GERNARDT Department POLICE EVIDENCE

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

FUNDAMENTALS OF LATENT PRINTS INTRODUCTORY COURSE IN FINGERPRINTS FOR FORENSIC EXAMINERS

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

Place of meeting or destination: HAMMOND INDIANA

Date of meeting JULY 27-31-2009

Date trip to begin JULY 26 Date trip will end JULY 31 OR AUG 1

Method of transportation requested FLIGHT

Estimated transportation cost	\$	
Meals		360 LODGE
Lodging 6 days		360 MEALS
Other costs - description FLIGHTS		375 FLIGHTS
		600 TUITION
Total estimated cost of trip	\$	1695.00

Signed [Signature] FOR Kim GERNARDT Date 5-12-09 [Signature] Date 6-1-09 (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

6/3/09 -

Maggie - Please put in L/F agenda! Thanks Pam