

LF071509-02

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel KIM GERHARIST 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.)

ZIGI DEOLOGY COURSE - FINGERPRINT EXAMINATION  
COURSE FOR TRAINING AND DEVELOPMENT

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

Place of meeting or destination: SEATTLE, WA

Date of meeting OCT 19, 2009 TO OCT 23, 2009

Date trip to begin OCT 19, 2009 Date trip will end OCT 24, 2009

Method of transportation requested AIRFARE

Estimated transportation cost	AIR -	\$ 380 (DELTA)
Meals	MEALS -	252
Lodging <u>6</u> days		480
Other costs - description <u>TUITION</u>		600

Total estimated cost of trip \$ 1712.00

Signed [Signature] 6-12-09 Date [Signature] 6-17-09  
(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

*6/29/09  
Maggie - Please put on L/F agenda.  
Thanks  
Pam*