

LF071509-03

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel MICHAELA SCHWANZ/KIM GERHART 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.)

PALM PRINT COMPARISON COURSE - REQUIRED FOR TRAINING AND DEVELOPMENT FOR FINGERPRINT EXAMINERS

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

Place of meeting or destination: CHAMPAIGN, IL

Date of meeting 9-14-09 TO 9-16-09

Date trip to begin 9-12-09 Date trip will end 9-17-09

Method of transportation requested VEHICLE

Estimated transportation cost	GAS	\$	<u>300</u>
Meals			<u>384</u>
Lodging <u>5</u> days			<u>400</u>
Other costs - description <u>TUITION - CLASS</u>			<u>800</u>

Total estimated cost of trip \$ 1884

Signed M.A. Schwanz 6-12-09 Date Ed Johnson 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 4/F agenda.  
Thanks Pam