

CITY OF RAPID CITY
TRAVEL REQUEST

LF111302-03

Person requesting travel Jim L'Esperance Department 9202 - HAZMAT

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

to attend Hazardous Material Technician Classes

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

Place of meeting or destination: Pueblo, CO

Date of meeting Dec 2-13, 2002

Date trip to begin Dec 1, 2002 Date trip will end Dec 14, 2002

Method of transportation requested Dept Vehicle

Estimated transportation cost \$ 50.00

Meals 7.08.00

Lodging 13 days 1212.12

Other costs - description Registration x 2 4200.00

Transportation Technology Center 6170.12

Total estimated cost of trip \$ 6170.12

Signed Jim L'Esperance Date 10-27-02
(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy