

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF021506-04

Person requesting travel JOHNSON, GARRETT Department POLICE

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

COMPTIA NETWORK TRAINING

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

Place of meeting or destination: RAPID CITY, SD

Date of meeting MARCH 27-31, 2006

Date trip to begin MARCH 27 Date trip will end MARCH 31

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description TUITION 1,646.00

Total estimated cost of trip \$ 1,646.00

Signed [Signature] 1-26-06 Date [Signature] Date 2/1/06
(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

*Maggie - Please put this on next
L/F agenda. Thanks Pam
1/2/06*