

CITY OF RAPID CITY  
TRAVEL REQUEST

LF101007-06

Person requesting travel Steve Allender 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.) Attend Annual goals meeting for Police Dept

List all other City employees, if any, making the trip for the same purpose: Common Staff & Dept representatives

Place of meeting or destination:  Civic Center

Date of meeting Jan 16-18, 08

Date trip to begin Jan 16, 08 Date trip will end Jan 18, 08

Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_ days \_\_\_\_\_

Other costs - description meals, refuel, room 500.00

Total estimated cost of trip \$ 500.00

Signed [Signature] Date 9/20/07  
(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