

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jim Preston Department Finance

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

NERLA 2001 Conference (National Public Employer Labor Relations Assn.)

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

Place of meeting or destination: New Orleans

Date of meeting April 1-5, 2001

Date trip to begin April 1 Date trip will end April 6

Method of transportation requested Air

Estimated transportation cost \$ 707

Meals 148

Lodging 4 @ \$155 days 620

Other costs - description Registration 445

Taxi (shuttle) 20

Total estimated cost of trip \$ 1940

Signed James Preston Date James Preston Date 1/29/01
(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