

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel: RUSSELL BORDEAUX

DEPARTMENT: AIRPORT

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) BASIC AIRPORT SAFETY & OPERATIONS SPECIALIST SCHOOL

List all other city Employees, if any, making the trip for the same purpose: DOUG BERG

Place of meeting or destination: CHICAGO, IL

Date of meeting 08/12/01

Date trip to begin: 08/11/01 Date trip will end: 08/16/01

Method of transportation requested: POV, 1850 MI. @ .29 = 536.50

Estimated Transportation Cost	\$ 536.50
Meals: 4 days @ \$32.00 = \$128.00 x 2 =	\$ 256.00
Meals: 2 @ \$23.00 = \$46.00 x 2 (in state per diem)	\$ 92.00
Lodging: 4 days @ \$172.00 = \$688.00 x 2 = \$1,376.00	\$ 1,376.00
Lodging: 2 days @ \$60.00 = 120.00 X 2 =	\$ 240.00
Other costs - description: Registration - \$395.00 x 2 = \$790.00	\$ 790.00
Total estimated cost of trip	\$ 3,290.50

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date: 6/19/01

(Person requesting travel)

(Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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

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