

CITY OF RAPID CITY
TRAVEL REQUEST

PW080101-12

Person requesting travel Carolyn Trautman Department 7102-Landfill

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

SWANA Wastecon 2001 Solid Waste Exposition

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

Place of meeting or destination: Baltimore, MD

Date of meeting 10-15-01 to 10-18-01

Date trip to begin 10-15-01 Date trip will end 10-18-01

Method of transportation requested Air

Estimated transportation cost	\$	<u>600.00</u>
Meals		<u>147.00</u>
Lodging <u>5 nts.</u> days		<u>600.00</u>
Other costs - description <u>Registration (Wastecon Pkg.I)</u>		<u>395.00</u>
<u>Tour 1</u>		<u>75.00</u>
Total estimated cost of trip <u>Teambuilding Session</u>	\$	<u>55.00</u>
		<u>1872.00</u>

Signed [Signature] Date [Signature] Date 7/9/01
 (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: [Signature] 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