

CITY OF RAPID CITY
TRAVEL REQUEST

PW103101-14

Person requesting travel James Walraven Department Golf Courses

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 Golf Course Superintendent Association of America 73rd International Golf Course Conference and Show

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Orlando Florida

Date of meeting February 3 - 10 2002

Date trip to begin February 4 2002 Date trip will end February 10 2002

Method of transportation requested Air

Estimated transportation cost	\$	<u>648.50</u>
Meals		<u>208.00</u>
Lodging <u>6</u> days		<u>599.40</u>
Other costs - description <u>Registration (230) Seminar (120)</u>		<u>350.00</u>
<u>Ground Transportation</u>		<u>30.00</u>
Total estimated cost of trip	\$	<u>1,835.90</u>

Signed James Walraven 10/10 Date David Biele Date 10/10/01
(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: Jerry S. Munn Date 10/10/01
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