

CITY OF RAPID CITY
TRAVEL REQUEST

LF071002-03

Person requesting travel JASON GREEN Department #106 CITY ATTORNEY

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

LAND USE SEMINAR

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

Place of meeting or destination: SAN FRANCISCO, CA

Date of meeting 8/22/02 THRU 8/24/02

Date trip to begin 8/21/02 Date trip will end 8/24/02

Method of transportation requested AIRPLANE

Estimated transportation cost \$ 645.50

Meals 4 DAYS @33.00 132.00

Lodging 3 days 1004.00

Other costs - description SEMINAR 895.00

TAXI, \$25.00 APPLICATION FEE 175.00

Total estimated cost of trip \$ 2,851.50

Signed _____ Date _____ Date 6-28-02

(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