

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel John Wagner Department Water 0810

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

American Water works Association - Seminar - Vulnerability Assessments for Water Utilities

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

Place of meeting or destination: Las Vegas, Nevada

Date of meeting December 2 - 4, 2002

Date trip to begin December 1, 2002 Date trip will end December 5, 2002

Method of transportation requested airlines

Estimated transportation cost	\$	<u>363.00</u>
Meals <u>B) 1, L) 1, D) 4</u> out of state		<u>81.00</u>
Lodging <u>4</u> days @ \$99		<u>396.00</u>
Other costs - description <u>shuttle</u>		<u>20.00</u>
<u>Registration</u>		<u>1,000.00</u>
Total estimated cost of trip	\$	<u>1,860.00</u>

Signed John Wagner (person requesting travel) Date 8/3/02
David J. Burt (Department Head) Date 8/9/02

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] Mayor Date 1/2/02

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