



**CITY OF RAPID CITY**  
RAPID CITY, SOUTH DAKOTA 57701-2724  
**PLANNING DEPARTMENT**  
300 Sixth Street

Lisa Seaman, GIS Coordinator  
GIS Division  
City web: [www.rcgov.org](http://www.rcgov.org)

Phone: 605-394-4120  
Fax: 605-394-6636  
e-mail: [lisa.seaman@rcgov.org](mailto:lisa.seaman@rcgov.org)

**MEMORANDUM**

TO: Legal and Finance Committee  
FROM: Lisa Seaman, GIS Coordinator  
DATE: December 5, 2002  
RE: GIS Training

I am requesting your approval of the travel request for Bimende Malik to attend the ESRI's Instructor-led classes Introduction to ArcIMS Administration to be held January 13 - 14, 2003 in Broomfield, Colorado. The following is a projected breakdown of the anticipated expenses associated with the travel:

\$900.00	Course Registration
\$300.00	Travel reimbursement (900 miles)
\$110.00	Meal Reimbursement
<u>\$300.00</u>	Lodging
\$1,600.00	Total travel request

The cost for this training is available in the Year 2003 GIS Division budget. Your consideration and approval of this travel request is appreciated.

cc: Marcia Elkins, Planning Director

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Bimende Malik Department 105

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

To attend ArcIMS instructor led training

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

Place of meeting or destination: Broomfield, CO

Date of meeting January 13 through January 14, 2003

Date trip to begin January 12, 2003 Date trip will end January 15, 2003

Method of transportation requested city vehicle (if available)

Estimated transportation cost	\$ 300.00
Meals	110.00
Lodging <u>3</u> days	300.00
Other costs - description <u>Course registration</u>	900.00
<b>Total estimated cost of trip</b>	<b>\$ 1,600.00</b>

Signed *Bimende Malik* 12-4-02 Date *Manuel Es* Date 12/5/02  
(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