

CITY OF RAPID CITY
TRAVEL REQUEST

LF031203-03

Person requesting travel: TORRANCE A. RICHARDSON DEPARTMENT: 0850 AIRPORT

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) TRAVEL TO WASHINGTON, DC TO AAAE SPRING LEGISLATIVE CONFERENCE

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

Place of meeting or destination: WASHINGTON, DC

Date of meeting: 3/24/03

Date trip to begin: 3/24/03 Date trip will end: 3/25/03

| | |
|---------------------------------------|-----------|
| Estimated Transportation Cost: | \$643.00 |
| Meals: | \$ 33.00 |
| Lodging: \$204.00 x 2 | \$408.00 |
| Registration: | \$495.00 |
| Other costs - Shuttle Service & Taxi: | \$ |
| Total estimated cost of trip | \$1579.00 |

Signed [Signature]
(person requesting travel)

Signed [Signature]
(Department Head)

Date: 2/14/03

Board approved: 02/10/03

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

Board approved: 8/13/01