

CITY OF RAPID CITY
TRAVEL REQUEST No. PW051303-08

Person requesting travel Jim Clark Department Building Inspection

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

Codes Forum 2003 - ICC Annual Conference

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

Place of meeting or destination: Nashville, Tennessee

Date of meeting September 6-14, 2003

Date trip to begin September 9, 2003 Date trip will end September 13, 2003

Method of transportation requested air

Estimated transportation cost \$ ~~400.00~~ 417.30

Meals 280.00

Lodging 9 days 1,251.00

Other costs - description registration fee 350.00

Total estimated cost of trip \$ 2,298.30

Signed Jim Clark
(person requesting travel)

Date 5/5/03
(Department Head)

Date 5/5/03

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: Kim Ott
Mayor

Date 5-6-03

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