

CITY OF RAPID CITY
TRAVEL REQUEST

No. PW070103-19

Person requesting travel BACK, Ronald Department Water Reclamation (PW)

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
Attend 76th Annual Technical Exhibition and Conference of the Water Environment Federation

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

Place of meeting or destination: Los Angeles, CA
Date of meeting October 11-15, 2003
Date trip to begin October 10, 2003 Date trip will end October 16, 2003
Method of transportation requested Air

Estimated transportation cost	\$ <u>374.00</u>	This registration amount will increase \$105 after 6/27/03 making the total \$695
Meals	<u>198.00</u>	
Lodging <u>Shared (6) days</u>	<u>793.44</u>	
Other costs—description <u>Registration</u>	<u>590.00</u>	
<u>Ground Transportation</u>	<u>26.00</u>	
Total estimated cost of trip <u>SOUTH DAKOTA WEA TO REIMB \$500</u>	\$ <u>1,981.44</u>	

Signed Ronald K. Back 6-24-03 Date 6/24/03
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy