

Maggie -
For Sep. 10 C&F

LF091003-01

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Jim Shaw Department 0101

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

National League of Cities

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

Place of meeting or destination: Nashville, TN

Date of meeting Dec 9, 2003 - Dec 13, 2003

Date trip to begin Dec 9, 2003 Date trip will end Dec. 13, 2003

Method of transportation requested Air

Estimated transportation cost \$636.00 x 2 \$ 1272.00

Meals 33.00 x 5 days x 2 330.00

Lodging 4 days @ 104.00 plus tax x 2 832.00 +

Other costs - description Registration \$420 x 2 840.00

Total estimated cost of trip \$ 3274.00

Signed _____ Date _____ Date _____
(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: Jim Shaw 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