

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel James J. Walraven Department 604 (GOLF)

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 Golf Course Superintendent Association of America 75th International Golf Course Conference & Show

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

Place of meeting or destination: San Diego, California

Date of meeting February 9-14, 2004

Date trip to begin February 9, 2004 Date trip will end February 13, 2004

Method of transportation requested _____

Estimated transportation cost & lodging combined \$ 610.00

Meals 155.00

Lodging 4 days 380.00

Other costs - description Conference Fees

Total estimated cost of trip \$ \$ 1,145.00

Signed James J. Walraven 10/14/03 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: [Signature] Date 10.16.03
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