

CITY OF RAPID CITY
TRAVEL REQUEST

Retreat

Person requesting travel Patricia Pummel *Site Coordinator* Department Weed + Seed

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

Annual Retreat: review Year 3 / Overview Year 4

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

Approximately 50 individuals

Place of meeting or destination: Quality Inn

Date of meeting November 24, 2003

Date trip to begin _____ Date trip will end _____

Method of transportation requested _____

Estimated transportation cost _____

Meals _____

Lodging _____ days _____

Other costs - description Notice / Invitations _____

<u>Catering</u>	\$ <u>450⁰⁰</u>
<u>Room</u>	<u>75⁰⁰</u>
<u>a/v</u>	<u>20⁰⁰</u>
<u>SIC</u>	<u>78⁰⁰</u>
	<u>50⁰⁰</u>
Total estimated cost of trip	\$ <u>673⁰⁰</u>

Total estimated cost of trip _____

Signed Patricia Pummel Date 11/05/03
(person requesting travel) Retreat (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 11-6-03
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