

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Patricia Pummel 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.)

National Meeting - Continuation Grant Conference
2/23-27/04

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

Place of meeting or destination: Dallas, TX

Date of meeting 2/23-27

Date trip to begin 2/22 Date trip will end 2/27

Method of transportation requested Air

Estimated transportation cost $\$400 \times 2$ \$ 800

Meals 20×8 \$ 160

Lodging 8 days $\times 75$ \$ 600

Other costs - description transfer/tips \$ 80

8 days \times \$10 (Connie not staying for full conf) \$ 1640 ==

Total estimated cost of trip \$ 1640 ==

Signed Patricia Pummel Date 1/21/04 Patricia Pummel Date 1/21/04
(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: _____ 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

Expense / Conferences

February 23-27 '04

FY 2004 Continuation Application Kit Workshop and Power of Prevention Regional Meeting

Wyndham Anatole (2201 Stemmons Freeway)

Dallas, Texas

Air	Patricia	Depart: Return	Feb. 22 Feb. 27	Connie	Depart: Return	Feb. 23 Feb. 25
		\$381.90 x 2	\$763.80			
Lodging		5 x 75	375.00			
		3 x 75	225.00			
Meals		8 x 20	160.00			
Misc		8 x 10	80.00			
						<u>\$1,603.80 (Approximate cost)</u>