

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Duncan Olney Department Recreation

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

To Attend Rapid City Hosted AEA Event ( Certification & Training)

List all other City employees, if any, making the trip for the same purpose: Nikki Murphy & seven Seasonal Employees ( Seasonal emplotees will repay@ \$180.00 each)

Place of meeting or destination: Rapid City Swim Center

Date of meeting June 26 & 27

Date trip to begin June 26 Date trip will end June 27

Method of transportation requested personal Auto

Estimated transportation cost \$ 0.00

Meals 0 days \$ 0.00

Lodging 0 days \$ 0.00

Other costs - description \_\_\_\_\_ \$ \_\_\_\_\_

Certification and Training \$ 1800.00

Total estimated cost of trip \$ 1800.00

Signed Duncan Olney 4/26/07 Date J. W. Col Date 4-26-07  
(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