

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Robin Bommersbach Department Finance

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 a GFOA seminar on Intermediate Governmental Accounting and CPE preparation. also earns CPE credit.

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: DENVER CO

Date of meeting 7-13-04 - 7-16-04

Date trip to begin 7-12-04 Date trip will end 7-16-04

Method of transportation requested car

Estimated transportation cost 300 + 50 tax \$ 350

Meals 127 x 4 days 508

Lodging 127 x 4 days 508

Other costs - description registration (includes breakfast & lunch) 1000 - 100 discount 900

Total estimated cost of trip \$ 1758

Signed Robin Bommersbach ^{5/7/04} Date Claudia Schmitt Date 5/10/04
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy