

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jim Shaw Department 0101

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 League of Cities - 2004 Congress of Cities

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

Place of meeting or destination: Indianapolis, IN

Date of meeting Nov 30 - Dec 4, 2004

Date trip to begin Nov 29, 2004 Date trip will end Dec 4, 2004

Method of transportation requested air

Estimated transportation cost \$ 388 (7-day advance)

Meals 6 days @ \$33.00 198

Lodging 5 days @ \$145 plus tax 725

Other costs - description registration 430 x 2

Total estimated cost of trip \$ 1741.00 3482.00

Signed _____ Date _____ 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: _____ 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