

**CITY OF RAPID CITY  
TRAVEL REQUEST**

LF011205-15

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.)

NLC Congressional City Conference

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

Tentative: Ron Kroeger, Sam Kooiker, Bob Hurlbut

Place of meeting or destination: Wash. DC

Date of meeting March 11-15, 2005

Date trip to begin March 10 Date trip will end March 16

Method of transportation requested Air

Estimated transportation cost

Meals

Lodging 6 days @ \$200

Other costs - description Registration

LTI Seminar

Total estimated cost of trip

	one person	two	three	four	five
\$	425	850	1275	1700	2125
	216	432	648	864	1080
	1200	2400	3600	4800	6000
	395	790	1185	1580	1975
	150	300	450	600	750
\$	<u>2386</u>	<u>4772</u>	<u>7158</u>	<u>9544</u>	<u>11,930</u>

Signed Jim Shaw Date 1-7-05  
(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