

**CITY OF RAPID CITY  
TRAVEL REQUEST**

LF021605-04

Person requesting travel Craig Tieszen Department City

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

List all other City employees, if any, making the trip for the same purpose: City Dept Head (+ Mayor)

Place of meeting or destination: Deadwood, SD

Date of meeting March 3-4, 2005

Date trip to begin March 3, 2005 Date trip will end March 4, 2005

Method of transportation requested City Vehicle

Estimated transportation cost \$ 00

Meals Paid by employee

Lodging days Paid by employee

Other costs - description + facilitator expense from Growth Mgmt contract

Total estimated cost of trip \$ 00

Signed [Signature] Date 2/18/05

(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)