

LF030205-08

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Wendy Gausser Department RCPD

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

Recruiting to Michigan

List all other City employees, if any, making the trip for the same purpose: Tim Gausser

Place of meeting or destination: Grand Rapids Michigan

Date of meeting 3/13/05 - ~~3-19-05~~

Date trip to begin 3/13/05 Date trip will end 3-19-05

Method of transportation requested Air

Estimated transportation cost \$ 752.00

Meals \$ 488.00

Lodging 6 days \$ 420.00

Other costs - description Rental Car - 1 week \$ 164.00

Total estimated cost of trip \$ 1824.00

Signed Wendy Gausser Date 2-23-05 Richard Kelly Date 2/23/05
(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

*Maggie - Please put on L/F on 3/2/05.
Thanks*