

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Cileen Schmidt 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.)

AICPA Natl Governmental Accounting + Auditing Update

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

Place of meeting or destination: Phoenix

Date of meeting 9/26-28

Date trip to begin 9/25 Date trip will end _____

Method of transportation requested _____

Estimated transportation cost in lieu of air \$ 360

Meals 10.4

Lodging 3 days 150 + tax(?) 540.00

Other costs -- description registration

Total estimated cost of trip \$ 820
1824

Signed Cileen Schmidt Date James F. [Signature]
(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