

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Dirk Jablonski Department Public Works

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
To attend 2005 APWA International Public Works Congress and Exposition

List all other City employees, if any, making the trip for the same purpose: Jerry Wright, Dan Coon, Ted Vore, Rod Johnson

Place of meeting or destination: Minneapolis Convention Center - Minneapolis, MN

Date of meeting Sept. 11-14, 2005

Date trip to begin Sat. Sept. 10, 2005 Date trip will end Wed., Sept. 14, 2005

Method of transportation requested City Vehicles - 2

Estimated transportation cost 1160 miles x 2 @ .32 per mile \$ 742.40

Meals 675.00

Lodging 4 days x 5 rooms @ \$150.00 3,000.00

Other costs - description Registration 2,820.00

Total estimated cost of trip \$ 7,237.40

Signed Dirk Jablonski 6/2/05 Date Dirk Jablonski Date 6/2/05
(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