

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jim Shaw Department 101

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

National League of Cities Congress of Cities Conference

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

Tom Johnson, Sam Koosker, Malcom Chapman, Ron Kroeger

Place of meeting or destination: Charlotte, NC

Date of meeting Dec 6-11, 2005

Date trip to begin Dec 5, 2005 Date trip will end Dec 11, 2005

Method of transportation requested Air

Estimated transportation cost

Meals 7 days x \$36 = \$252/ea

Lodging 6 days @ \$130/ea

Other costs - description Registration

LTI Seminars \$300/ea

Total estimated cost of trip

	1 person	2 ppl	3 ppl	4 ppl	5 ppl
\$	477	954	1431	1908	2385
	252	504	756	1008	1260
	780	1560	2340	3120	3900
	430	860	1290	1720	2150
	300	600	900	1200	1500
\$	2239	4478	6717	8956	11,195

Signed _____ Date _____
(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: Jim Shaw 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