

CITY OF RAPID CITY
TRAVEL REQUEST

LF091405-01

Person requesting travel Jim Shaw Department Mayor

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

SD Municipal League Conference

List all other City employees, if any, making the trip for the same purpose: J. Preston, J. Green, J. Landeen, C. Schmidt, C. Ewing, T. Davis, R. Pommersbach, K. Rippentrop, M. Short, T. Johnson, C. Druckrey, M. Schumacher, K. Lesperance, K. Gundersen Olson

Place of meeting or destination: Sioux Falls, SD

Date of meeting Oct 5, 6, 7, 2005

Date trip to begin Oct 4 Date trip will end Oct. 7

Method of transportation requested City + personal

Estimated transportation cost 690 miles x .32/mile x 5 (may vary) \$ 1104

Meals 633

Lodging 3 days \$95 x 11 + (1 day x \$95 x 1 person) 3230

Other costs - description Registration \$75 x 14 1050

\$50 x 1 50

Total estimated cost of trip \$ 6067

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: [Signature] Date 9.6.05
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

