

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Craig Lieszem Department Police/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.)

Strategic Planning Mtg

List all other City employees, if any, making the trip for the same purpose: Dept. Heads + Mayor

Place of meeting or destination: Dwd

Date of meeting 10/25/05 - 10/26/05

Date trip to begin 10/25/05 Date trip will end 10/26/05

Method of transportation requested City Vebe

Estimated transportation cost \$ 50.00

Meals _____

Lodging 1 days \$65 x 11 Facilitator 715.00

Other costs - description _____ 1800.00

Total estimated cost of trip \$ 9065.00

Signed [Signature] Date 10/12/05
(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