

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Janda Allen Department Civic Center

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

INTIX - International Ticketing Association Conference - focus is on building leadership skills

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

Place of meeting or destination: Boston, MA

Date of meeting January 9th - 13th, 2006

Date trip to begin January 8th, 2006 Date trip will end January 13th, 2006

Method of transportation requested Air

Table with 2 columns: Description and Amount. Rows include: Estimated transportation cost (\$425.00), Meals (6 days @ \$30 per day) (210.00), Lodging (5 days @ \$170 per night) (850.00), Other costs - description Cab Fare (50.00), Registration (605.00), Total estimated cost of trip (2310.00)

Signed Janda Allen 12/6/05 Date (Signature) 9/16/05 Date 12/6/05 (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