

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Karen Gunderson Olson 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.)

5th Annual New Partners for Smart Growth Conference

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

* Bill Okiepie (added during course of L+F mtg)

Place of meeting or destination: Denver, CO

Date of meeting Jan 26-28, 2006

Date trip to begin Jan 25 Date trip will end Jan 29

Method of transportation requested Air

Estimated transportation cost \$ 300

Meals 144

Lodging 4 days 500

Other costs - description Registration 295

Shuttles, taxi 50

Total estimated cost of trip \$ 1289

300
144
500
295
50
1289
~~1289~~ 1387

Signed Karen Gunderson Olson By Key Ruppert Date 12/13/05 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: _____ 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