

CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701



PARKS AND RECREATION DEPARTMENT

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Manager
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Aquatics Manager
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Parks and Recreation Memo

Date: December 20, 2005

To: Mayor Jim Shaw and City Council Members

From: Doug Lowe, Recreation Division Manager

A handwritten signature in black ink, appearing to be "DL", written over the printed name of Doug Lowe.

Subject: Increase in Travel Costs for Pacific Northwest Resource Management School

On November 7, 2005 the City Council approved a travel request for me to attend the Pacific Northwest Resource Management School in Port Townsend, Washington, at an approximate cost of \$1,798.

I was recently notified that my flight times have been changed and they now conflict with the start time for the conference. As a result, I will need to travel one day earlier which will increase the cost of the trip by a total of \$130 (lodging and meals).

Because of this change, I am asking for official action to increase the approximate cost of my travel to \$1,928. If you have any questions, please don't hesitate to contact me.

CITY OF RAPID CITY
TRAVEL REQUEST

603
+
601

Person requesting travel Doug Lowe Department Parks & Recreation

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

Pacific Northwest Resource Management School

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Fort Townsend, Washington

Date of meeting Feb 8 - Feb 10, 2006

Date trip to begin Feb 8 Date trip will end Feb 11

Method of transportation requested air

Estimated transportation cost \$ 450

Meals 53 83

Lodging 1 days 200

Other costs - description Lodging / School / meals 9.25

Rental Car 270

Total estimated cost of trip \$ 1778 1928

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: [Signature] Date 11-1-05
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on Nov 7, 2005 (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy