

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jim Shaw 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.)

Municipal Bout Day at the Legislature.

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Jason Green, Tracy Davis, Greta Chapman, Connie Ewing, Sam Kooiker, Mike Schumacher

Place of meeting or destination: Pierre, SD

Date of meeting Jan 31 + Feb 1, 2006

Date trip to begin Jan 30 Date trip will end Feb 1

Method of transportation requested City Veh.

Estimated transportation cost	\$	<u>110</u>
Meals <u>\$31 each</u>		<u>248</u>
Lodging <u>\$60 x 2</u> days		<u>120</u>
Other costs - description <u>registration \$30 ea</u>		<u>240</u>
Total estimated cost of trip	\$	<u>1558</u>

Signed _____ Date _____ 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