

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel David McFarland Department Street - 305

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

NAAFA'S Fleet Management Institute
Conference

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

Place of meeting or destination: Orlando, Florida

Date of meeting 5-6-9, 2006

Date trip to begin 5-5-06 Date trip will end 5-10-06

Method of transportation requested flw

Estimated transportation cost \$ 465.23

Meals 72.00

Lodging 5 days 1067.85

Other costs - description reg. shuttle 595.00

Total estimated cost of trip \$ 2252.08

Signed [Signature] Date 5/27/06 Date 5/10/06
(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy