

CITY OF RAPID CITY  
TRAVEL REQUEST

LF091306-09

Person requesting travel Joel P. Landeen Department Attorney

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

Attend Government Civil Practice Seminar

List all other City employees, if any, making the trip for the same purpose: Marie A. Price

Place of meeting or destination: Las Vegas, NV

Date of meeting December 3-7, 2006

Date trip to begin December 3, 2006 Date trip will end December 7, 2006

Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ 1,055.00

Meals 488.00

Lodging 5 days 1,600.00

Other costs—description Tuition, misc. 1,300.00

Total estimated cost of trip \$ 4,443.00

Signed \_\_\_\_\_ Date [Signature] Date 9-6-06  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy