

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Jim Herrow Department 7072, 7011, 7103

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

Fundamentals Using RSLOGEX Course

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

Place of meeting or destination: Denver, CO

Date of meeting 10/10-11/2006

Date trip to begin 10/9/2006 Date trip will end 10/12/2006

Method of transportation requested City Vehicle

Estimated transportation cost \$ 240<sup>00</sup>

Meals 144<sup>00</sup>

Lodging 3 days 227<sup>00</sup> 267<sup>00</sup>

Other costs - description Registration 1005<sup>00</sup>

Total estimated cost of trip \$ 1656<sup>00</sup> to be divided by 3 Dept

Signed Dawn K. Lee Date 11.5.06 Dick J. Gable Date 9/12/06  
(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: [Signature] Date 9-12-06  
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