CITY OF RAPID CITY
TRAVEL REQUEST

Growth Management

Person requesting travel Don Jarvinen Department #105 GIS

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

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

Place of meeting or destination: ESRI, St Paul MN
Date of meeting January 29-31, 2007
Date trip to begin 1-28-07 Date trip will end 2-1-07
Method of transportation requested personal vehicle

Estimated transportation cost 610.95 x 2 x 20¢	$ 244.38
Meals	180.00
Lodging 4 days	390.00
Other costs – description Registration	1350.00
Total estimated cost of trip	$ 2164.38

Signed _____ (person requesting travel) Date _____ (Department Head) Date 10-11-06

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**