

CITY OF RAPID CITY  
TRAVEL REQUEST

Growth Management

Person requesting travel Bimende Malik 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.)

Microsoft Visual Basic 2005: Developing Applications  
in-house software course

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

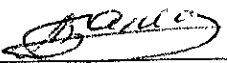
Place of meeting or destination: Rapid City SD

Date of meeting na

Date trip to begin na Date trip will end na

Method of transportation requested na

Estimated transportation cost		\$	_____
Meals	2 software courses		3,590.00
	less November discount		(1,795.00)
Lodging _____ days	2 training manuals		384.00
Other costs – description _____	freight		60.00
Total estimated cost of trip		\$	<u>2,239.00</u>

Signed  Date Mar 11 2006 Date 10/25/06  
(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 event, Council approval is required.

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

White copy – Mayor                      Yellow copy – Finance                      Gold copy – Department copy