

CITY OF RAPID CITY
TRAVEL REQUEST

LF 110106-37

Person requesting travel Jim Shaw Department Various

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

Staff (Department Directors) retreat

List all other City employees, if any, making the trip for the same purpose: M. Elkins, C. Tieszen, D. Jablonski, B. Maliske, J. Preston, G. Shepherd, G. Chapman, J. Cole, M. Short, J. Green

Place of meeting or destination: Keystone K-Bar-S

Date of meeting Nov. 30 - Dec. 1, 2006

Date trip to begin Nov. 30, 2006 Date trip will end Dec. 1, 2006

Method of transportation requested _____

Estimated transportation cost \$ _____

Meals _____ \$100.00

Lodging 1 days _____

Other costs - description _____

Total estimated cost of trip \$ 1100.00

Signed _____ Date _____
(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 11-1-06
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