

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Craig Tieszen Department - City Dept. Heads

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

Dept. Head retreat

List all other City employees, if any, making the trip for the same purpose: 10 Dept Heads & Mayor

Place of meeting or destination: Deadwood, SD

Date of meeting Apr 12-13, 07

Date trip to begin Apr 12, 07 Date trip will end Apr 13, 07

Method of transportation requested City Vehicle(s)

Estimated transportation cost \$ 50.00

Meals _____

Lodging _____ days _____

Other costs - description #80 x 11 = includes meals 880.00

lodging

Total estimated cost of trip \$ 930.00

Signed [Signature] Date 3/11/07 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: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy