

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Karen Gundersen Olson Department Mayor/Council 101

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

Chamber Board Retreat/City Revitalization

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

Place of meeting or destination: Boise, Idaho

Date of meeting 4/17/07 - 4/20/07

Date trip to begin 4/17/07 Date trip will end 4/20/07

Method of transportation requested airline/hotel

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description _____

Total estimated cost of trip \$ 600.00

Signed _____ Date _____ 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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy