

CITY OF RAPID CITY
TRAVEL REQUEST

LF041107-13

Person requesting travel Marcia Elkins Department Growth Management

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

RC Chamber of Commerce Retreat

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

Place of meeting or destination: Boise ID

Date of meeting April 19-21, 2007

Date trip to begin 4-19-07 Date trip will end 4-22-07

Method of transportation requested air

Estimated transportation cost \$ 600.00

Meals 144.00

Lodging 3 days 400.00

Other costs - description rental car 180.00

Total estimated cost of trip \$ 1324.00

Signed _____ Date 3/16/07
(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 3.14.07
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

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel: MASON SHORT DEPARTMENT: Airport

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 Retreat)

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

Place of meeting or destination: Boise, Idaho

Date of meeting: 4/19-21/2007

Date trip to begin: 4/19/07 Date trip will end: 4/21/2007

Method of transportation requested: AIR

Estimated Transportation Cost \$ 445.00

Meals: 3 Days @ 36.00 \$ 108.00

Lodging: 2 Nights @ \$109.00 \$ 218.00

Other costs - Taxi/Shuttle \$ 50.00

Total estimated cost of trip \$ 821.00

Signed [Signature]
(Person requesting travel)

Signed [Signature]
(Department Head)

Date: 3/20/07

Board approved: 03/23/07

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 3-26-07
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