



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PUBLIC WORKS DEPARTMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Dirk Jablonski, Public Works Director 

DATE: May 2, 2007

RE: Addition to the May 2, 2007 Legal and Finance Committee Agenda

On March 5, 2007 Council approved a travel request in the amount of \$2,275.85 authorizing Dave McFarland with the Rapid City Streets Division to attend NAFA's Fleet Management Institute on May 4, 2007. There has been a schedule change, and Mr. McFarland is requesting to leave a day earlier on May 3rd. With Mr. McFarland leaving a day earlier, there will be additional expenses as outlined below.

We are requesting approval of an amendment to the previously approved travel request for an amount of \$347.00.

One additional night lodging	\$211.77
Additional meals	36.00
Airline ticket change	<u>100.00</u>
Total	\$347.77