

CITY OF RAPID CITY
TRAVEL REQUEST

LF051607-09

Person requesting travel John Lechy Department 7102

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

Attend SWANA Landfill Symposium & Planning & Mgmt Conference. Provides continuing education credits for SWANA MOLO Certification.

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: San Diego, CA

Date of meeting June 25-28

Date trip to begin June 24, 2007 Date trip will end June 28, 2007

Method of transportation requested Air

Estimated transportation cost	\$ 535
Meals	132
Lodging <u>4</u> days	556
Other costs - description <u>Registration</u>	750
<u>Conference: \$750; Technical Tour: \$65</u>	65
Total estimated cost of trip	\$ 2038

Signed [Signature] ^{DUC} 4/20/07 Date [Signature] Date 5/8/07
 (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: _____ 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