

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel DAVE VAN CLEAVE Department PUBLIC WORKS

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
TO ATTEND SD WATER AND WASTEWATER ASSN. ANNUAL CONFERENCE

List all other City employees, if any, making the trip for the same purpose: John Wagner, Ron Back, Ron Barber
Chip Petrik, Stacey Titus, Keith Johnson, David Johnson, 2 Water Rec Operators

Place of meeting or destination: Watertown, SD

Date of meeting September 12-14, 2007

Date trip to begin 7:00 a.m. September 11, 2007 Date trip will end 9:00 p.m. September 14, 2007

Method of transportation requested 2 City vehicles

Estimated transportation cost 2 vehicles x 754 miles @ .32 per miles 483.00

Meals 10 x \$104.00 per person 1,040.00

Lodging 3 days @ \$74.00/night x 6 1,332.00

Other costs - description Registration 710.00

Total estimated cost of trip \$ 3,565.00

Signed David Van Cleave Date 12 Jul 07 David Van Cleave Date 7/16/07
(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 _____
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