

CITY OF RAPID CITY
TRAVEL REQUEST

LF091207-04

Person requesting travel Tracy Davis Department Finance

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 SDML Annual Conference

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Pauline Sumption,

Connie Eving, Cathy Druckrey

Place of meeting or destination: Aberdeen

Date of meeting 10/2-10/5/07

Date trip to begin 10/2/07 6:00 AM Date trip will end 10/5/07 6:00 PM

Method of transportation requested City veh; personal veh - Cathy

Estimated transportation cost \$ 140.00

Meals 216.00

Lodging 3 days (Cathy only staying ^{two} ~~one~~ nights) ~~1100.00~~ 1185.00

Other costs - description Registration (covered on

travel request completed by Mayor's Office) \$350 1541.00

Total estimated cost of trip \$ ~~1891.00~~ 1891.00 w/o reg.

Signed Tracy Davis 8/29/07 Date James F. Preston 1891.00 Date 8/30/07

(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