

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jim Preston, Pauline Sumpton, Connie Ewing, Tracy Paris 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.)

Municipal Day @ the Legislature, SDML Affiliate Audits, SD GEDA Planning
SSGM, SDML Board mtg

List all other City employees, if any, making the trip for the same purpose: See request made by Kay Rippertrop

Place of meeting or destination: Pierre

Date of meeting Feb 5-6, 2008

Date trip to begin Feb 5, 2008 Date trip will end Feb 6, 2008

Method of transportation requested City van from IT

Estimated transportation cost	\$	<u>100</u>
Meals		<u>56</u>
Lodging <u>1</u> days (Times pd by league)		<u>165</u>
Other costs - description		

Total estimated cost of trip \$ 321.-

Signed Sumpton Date 1/9/08
(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