

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Russ Tiensovold Department GIS

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

ESRI User Conference in San Diego, CA

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: San Diego, CA

Date of meeting August 4-8, 2008

Date trip to begin August 3, 2008 Date trip will end August 8, 2008

Method of transportation requested Airline

Estimated transportation cost	\$ <u>500.00</u>
Meals	<u>180.00</u>
Lodging <u>5</u> days	<u>950.00</u>
Other costs – description _____	_____

Total estimated cost of trip \$ 1630.00

Signed Russ Tiensovold Date 8/27/08
(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: [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