

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel: MASON SHORT DEPARTMENT: Airport

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

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

Place of meeting or destination: PITTSBURG, PA

Date of meeting: JUNE 22-26, 2008

Date trip to begin: 06/22/08- Date trip will end: 06/26/08

Method of transportation requested: AIR

Estimated Transportation Cost: \$ 360.00

Meals: 5 days @ \$36.00 \$ 180.00

Lodging: 4 Nights @ \$139.00 \$ 556.00

Other costs - description: Registration: \$ 1,045.00

Other costs – Rental Car \$ 125.00

Total estimated cost of trip \$ 2,086.00

Signed _____ Signed _____ Date: _____

(person requesting travel)

(Department Head)

Board approved: 02/25/08

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 employee, Council approval is required.

Approved by Common Council on _____ Date: _____

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy