

CITY OF RAPID CITY
TRAVEL REQUEST

LF041608-06

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 HR School + Finance Officers School

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Pauline Sumption, Connie Ewing (on another travel request - Cathy Druckrey, Watson Green, Joel Landeen)

Place of meeting or destination: Cracoma, SD

Date of meeting 6/10-13/08

Date trip to begin 6/10/08 Date trip will end 6/13/08

Method of transportation requested City vehicle

Estimated transportation cost \$ 75.00

Meals 72.00

Lodging 3 days 1,080.00

Other costs - description Registration (\$75/ea FO School; \$35/ea HR) 440.00

Total estimated cost of trip \$ 1,667.00

Signed Tracy Davis 4/1/08
(person requesting travel)

Date James Preston 4/2/08
(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

CITY OF RAPID CITY
TRAVEL REQUEST

P 0622725

Person requesting travel Jason Sheen Department City Attorney

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 SD Governmental Human Resource School

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

Place of meeting or destination: Cocoma, SD

Date of meeting June 10-11, 2008

Date trip to begin June 10, 2008 Date trip will end June 11, 2008

Method of transportation requested personal vehicle

Estimated transportation cost 402 miles RTE .37 x 2 \$ 298.00
~~149.00~~

Meals 23 per day x 2 \$ 50.00

Lodging 1 days x 2 \$15.00 ea \$ 30.00

Other costs—description Registrations x 2 35.00 ea \$ 70.00

Total estimated cost of trip \$ 628.00

Signed [Signature] 4-8-2008 Date [Signature] Date 7-8-2008
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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 \$ 628.00

Approved: [Signature] Date _____
Mayor

When the cost of the trip will exceed \$1,500, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor Yellow copy—Finance Gold copy—Department copy

CITY OF RAPID CITY
TRAVEL REQUEST

P0622723

Person requesting travel Jason Sheen Department City Attorney

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 SD Governmental Finance Officers School

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

Place of meeting or destination: Orsina, SD

Date of meeting June 11-13, 2008

Date trip to begin June 11, 2008 Date trip will end June 13, 2008

Method of transportation requested personal vehicle

Estimated transportation cost \$ _____

Meals _____

Lodging 2 days 210.00

Other costs—description Registration 100.00

Total estimated cost of trip \$ 310.00

Signed [Signature] 4-8-2008 Date [Signature] 4-8-2008 Date
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor Yellow copy—Finance Gold copy—Department copy