

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Russ Tiensvold 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.)

Cityworks user conference - Snowbird, UT

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

Place of meeting or destination: Snowbird, UT

Date of meeting 6-16-08 through 6-18-08

Date trip to begin 6-15-08 Date trip will end 6-18-08

Method of transportation requested Airline/rental car

Estimated transportation cost \$ 1200

Meals 288

Lodging 3 days 694

Other costs - description Conference registration ~~XXX~~ 450

Total estimated cost of trip \$ ~~XXXX~~ 2632

Signed Russ Tiensvold (person requesting travel) Date 5-9-08 (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: [Signature] Mayor Date _____

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