

CITY OF RAPID CITY  
TRAVEL REQUEST

LF082708-12

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.)  
to attend SDML Annual Conference

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Pauline Sumption, Connie Ewing (plus others from other departments)

Place of meeting or destination: Pierre

Date of meeting 10/7-10

Date trip to begin 10/7 Date trip will end 10/10

Method of transportation requested City vehicle(s)

Estimated transportation cost	\$	<u>100.00</u>
Meals		<u>140.00</u>
Lodging <u>4</u> days		<u>1440.00</u>
Other costs - description <u>registration (\$75.00 each)</u>		<u>300.00</u>

Total estimated cost of trip \$ 1,980.00

Signed Tracy Davis 8/6/08 Date James Preston Date 8/7/08  
(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