

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Steve Cleader Department Police

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

Hold semi-goal meeting

List all other City employees, if any, making the trip for the same purpose: 12 Common Staff members

Place of meeting or destination: Spearfish, SD

Date of meeting Nov. 4, 2008 - Nov 5, 2008

Date trip to begin Nov 4, 08 Date trip will end Nov 5, 08

Method of transportation requested Dept. vehicles

Estimated transportation cost \$ 100.00

Meals _____

Lodging _____

Other costs - description 106 days 0 for room & meals, only room \$ 1272.00

Total estimated cost of trip \$ 1372.00

Signed _____ Date Steve Cleader Date 8-25-08
(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