

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Angela Tallon 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.)

ESRI Data Management in the Multiuser Geodatabase class and  
ESRI ArcGIS Server Enterprise class

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

Place of meeting or destination: Broomfield CO

Date of meeting December 8-12, 2008

Date trip to begin December 7, 2008 Date trip will end December 13, 2008

Method of transportation requested car

Estimated transportation cost \$ 296.00

Meals 205.00

Lodging X 6 days 700.09

Other costs - description Cost of training 2450.00

Total estimated cost of trip \$ 3651.09

Signed [Signature] 9/12/08 Date [Signature] Date 9-15-08  
(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