

LF101508-18

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Stacey Titus Department Public Works

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

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

Place of meeting or destination: Denver CO

Date of meeting 10/29/08 - 10/30/08

Date trip to begin 10/28/08 Date trip will end 10/30/08

Method of transportation requested air

Estimated transportation cost \$ 900.00

Meals 178.00

Lodging 2 days 450.00

Other costs - description _____

Total estimated cost of trip \$ 1528.00

Signed Stacey Titus / Yb Date 10/8/08 [Signature] Date 10-8-08
(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)