

CITY OF RAPID CITY
TRAVEL REQUEST

LF101508-19

Person requesting travel James J. Walraven Department Park-Rec / Golf

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

2009 Golf Course Superintendents Association of America Education Conference and Golf Industry Show

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

Place of meeting or destination: New Orleans, LA
Date of meeting: Feb 2-7, 2009
Date trip to begin Feb 1, 2009 Date trip will end Feb 7, 2009
Method of transportation requested AIR

Estimated transportation cost	\$ <u>575.00</u>
Meals	<u>196.00</u>
Lodging <u>6</u> nights days	<u>498.00</u>
Other costs—description <u>Conference Fees</u>	<u>275.00</u>
Total estimated cost of trip	\$ <u>1,544.00</u>

Signed James J. Walraven 10/6/08 Date 10-6-08
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$~~500~~, regardless of the number of employees involved, 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 \$~~500~~, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy