

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Angela Tallon Department Community Resources GIS Division

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 USERS conference

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

Place of meeting or destination: San Diego, CA

Date of meeting 7/13/2009 thru 7/17/2009

Date trip to begin 7/12/2009 Date trip will end 7/18/2009

Method of transportation requested flying

Estimated transportation cost	\$	<u>550.00</u>
Meals		<u>235.00</u>
Lodging <u>6</u> days		<u>900.00</u>
Other costs - description <u>baggage fees, taxi fees</u>		<u>100.00</u>

Total estimated cost of trip \$ 1785.00

Signed Angela Tallon 2/6/09 Date [Signature] 2/2/09
(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: [Signature] Date 2/2/09
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