

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Jim Ackland Department Community Resources

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

Cityworks software training

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

Place of meeting or destination: Frisco, TX

Date of meeting Aug. 18-20, 2009

Date trip to begin Aug. 17, 2009 Date trip will end Aug. 21, 2009

Method of transportation requested Airline/Rental car

Estimated transportation cost \$ 462

Meals 180

Lodging 4 days 493

Other costs - description Cost of training 1800

Total estimated cost of trip \$ 2935

Signed Jim Ackland Date \_\_\_\_\_ (person requesting travel)  
Signed [Signature] Date 6-24-09 (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