

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Tracy Davis Department Finance

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

Attend SOML Annual Conference

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Pauline Stumpton, Connie Ewing, some other City employees + Council members unknown at this time.

Place of meeting or destination: Watertown

Date of meeting 10/6-9

Date trip to begin 10/6 Date trip will end 10/9

Method of transportation requested City vehicle

Estimated transportation cost ~ 3 tanks gas @ \$50/tank \$ 150.00

Meals 2-B, 2-L, 1-D x 4 \$ 40.00

Lodging 4 days \$86/night x 4 people \$ 1,376.00

Other costs - description Registration \$100 each \$ 400.00

Total estimated cost of trip \$ 1,966.00

Signed Tracy Davis 8/21/09 Date James F. Pector Date 8/21/09
(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: _____ 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