

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jason Green Department Atty.

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

Annual SDML Conference

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

Place of meeting or destination: Watertown SD

Date of meeting October 6-9, 2009

Date trip to begin October 6, 2009 Date trip will end October 9, 2009

Method of transportation requested personal vehicle

Estimated transportation cost (880 miles - round trip) @ .37/mile \$ 325.60

Meals (Oct 6-9, 2009) 210.00

Lodging 3 days 500.00

Other costs - description registration (2) 200.00

Total estimated cost of trip \$ 1,235.60

Signed [Signature] Date 8-21-09 (person requesting travel)
[Signature] Date 8-21-09 (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