

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Angela Tallan 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 Introduction to ArcGIS Server class

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

Place of meeting or destination: Broomfield, CO

Date of meeting January 26-27, 2010

Date trip to begin January 25, 2010 Date trip will end January 28, 2010

Method of transportation requested city vehicle

Estimated transportation cost	\$ <u>220.00</u>
Meals	<u>119.00</u>
Lodging <u>3</u> days	<u>351.00</u>
Other costs - description <u>cost of training</u>	<u>980.00</u>
Total estimated cost of trip	\$ <u>1670.00</u>

Signed Angela Tallan 11/3/09 Date [Signature] Date 11/3/09  
(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