

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jerry Munson Department DID1

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

National League of Cities - Congressional City Conference

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

Ron Kroeger, Martha Rodriguez, Tom Johnson

Place of meeting or destination: Washington, DC

Date of meeting March 7-11, 2003

Date trip to begin March 6, 2003 Date trip will end March 11, 2003

Method of transportation requested Air

Estimated transportation cost 345 x 4 \$ 1380

Meals 198 x 4 792

Lodging 5 days @ 177 + tax x 4 3540

Other costs - description Registration 385 x 4 1540

Shuttle 25 x 4 100

Total estimated cost of trip Seminars -- Ron 245 Mayor 95 Martha 190 Tom 95 \$ 625

\$7977.00

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(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: Jerry Munson Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy