

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Joel Landon Department Attorney

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

Planning Regulatory Litigation, Eminent Domain & Compensation Services

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

Place of meeting or destination: Boston, MA

Date of meeting August 26-28, 2004

Date trip to begin Aug. 25, 2004 Date trip will end Aug. 29, 2004

Method of transportation requested Airline

Estimated transportation cost \$ 525.00

Meals 142.00

Lodging 4 days 925.00

Other costs—description Registration fee, misc. 250.00

Total estimated cost of trip \$ 1842.00

Signed _____ Date _____
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy