

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel WEED & SEED ANNUAL STEERING COMMITTEE RETREAT Department WEED & SEED

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 STEERING COMMITTEE RETREAT TO REVIEW STRATEGIES, BUDGET, COMMITTEE BY-LAWS.

List all other City employees, if any, making the trip for the same purpose: WEED & SEED STEERING COMMITTEE MEMBERS & COORDINATOR

Place of meeting or destination: QUALITY INN - 1902 N. LACROSSE ST.

Date of meeting MONDAY, OCTOBER 22, 2001 NOON - 4 PM

Date trip to begin OCT. 22, 2001 Date trip will end OCT. 22, 2001

Method of transportation requested _____

Estimated transportation cost

\$ _____

Meals

\$ 328.50

Lodging _____ days → Room Deposit/RENTAL

\$ 75.00

Other costs - description 16% SERVICE CHARGE

\$ 77.56

Total estimated cost of trip

\$ 481.06

Signed Anton Heckmann
(person requesting travel)

Date 9/25/01

Date _____

(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy