

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel JASON GREEN Department CITY 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.)

GOVERNMENT CIVIL PRACTICE SEMINAR

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: TUCSON, AZ

Date of meeting 12/2/01 THRU 12/06/01

Date trip to begin 12/01/01 THRU Date trip will end 12/06/01

Method of transportation requested AIRPLANE

Estimated transportation cost	\$	<u>298.00</u>
Meals		<u>165.00</u>
Lodging <u>5</u> days <u>89 + tax + resort fee</u>		<u>625.00</u>
Other costs - description <u>Seminar</u>		<u>525.00</u>
<u>taxi</u>		<u>150.00</u>
Total estimated cost of trip	\$	<u>1763.00</u>

Signed Jason E. Green 9/28/01 Date [Signature] 9/28/01  
(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: [Signature] 9/28/01  
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