

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Mayor Jerry Munson Department 0101

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: Tom Johnson, Bill Waugh,
Ron Kroeger, Ray Hadley

Place of meeting or destination: Washington, DC

Date of meeting March 8-12, 2002

Date trip to begin March 7, 2002 Date trip will end March 12, 2002

Method of transportation requested Air

Estimated transportation cost	\$	<u>3500.00</u>
Meals		<u>990.00</u>
Lodging <u>5</u> days <u>\$270 per night</u>		<u>6750.00</u>
Other costs - description <u>Registration</u>		<u>1875.00</u>
<u>Add'l Seminars</u>		<u>340.00</u>
Total estimated cost of trip	\$	<u>13755.00</u>

Signed JK - 12/20/01 (person requesting travel) Date _____ (Department Head) Date _____

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 Mayor Date _____

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