

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel ADAM ALTMAN Department CITY ATTORNEY (106)

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

IMLA 67TH ANNUAL CONFERENCE

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

Place of meeting or destination: DENVER COLORADO

Date of meeting OCTOBER 20 THRU 23, 2002

Date trip to begin OCTOBER 19, 2002 Date trip will end OCTOBER 23, 2002

Method of transportation requested PERSONAL VEHICLE

Estimated transportation cost 788 MILES ROUND @29¢ \$ 228.52

Meals 4 DAYS @\$33 TIMES 2 264.00

Lodging 4 days 1 ROOM 2 OCCUPANTS ~~XXXXXX~~ XXXXXX 812.30

Other costs - description REGISTRATION FOR 2 910.00

PARKING & MISCELLANEOUS XXXXXX- 175.00

Total estimated cost of trip \$ XXXXXX 2,389.82

Signed [Signature] Date [Signature] Date 7-26-02
(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: _____ 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