

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 Congress of Cities

List all other City employees, if any, making the trip for the same purpose: Alan Hawks, Mel Dreyer, Ron Kroeger,  
Sam Kroiker, Ray Hadley

Place of meeting or destination: Salt Lake City, UT

Date of meeting Dec 3-7, 2002

Date trip to begin Dec 3 Date trip will end Dec 7

Method of transportation requested Air

Estimated transportation cost	<u>\$356.50 x 6 persons</u>	\$	<u>2139</u>
Meals	<u>\$33 x 5 x 6 persons</u>		<u>990</u>
Lodging	<u>4 days @ 119 (tax) x 6 persons</u>		<u>2856</u>
Other costs - description	<u>Registration 2 @ 335</u>		<u>670</u>
	<u>4 @ 435</u>		<u>1740</u>
Total estimated cost of trip		\$	<u>8395</u>

Signed \_\_\_\_\_ Date \_\_\_\_\_ (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: 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