

**CITY OF RAPID CITY
TRAVEL REQUEST**

Community Dev.

Person requesting travel Weed & Seed STEERING Committee Retreat Department Weed & Seed Protect

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

Yearly STEERING Committee Retreat for WWS Protect - 1/2 DAY

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

Place of meeting or destination: QUALITY INN

Date of meeting 10/28/02 NOON till 4:30 PM

Date trip to begin _____ Date trip will end _____

Method of transportation requested —

Estimated transportation cost \$ _____

Meals \$15.00 @ 35 members \$ 245.00

Lodging _____ days

Other costs – description _____

Total estimated cost of trip \$ 245.00

Signed Nelson Stackmann 9/27/02 Date B. Dugan 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: _____ 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