

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Marcia Elkins Department Community Development

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

HUD Community Planning and Development Conference

List all other City employees, if any, making the trip for the same purpose: Connie Elwood, Community Development Specialists

Place of meeting or destination: Warwick Hotel, Denver Co

Date of meeting August 18-22, 2003

Date trip to begin August 17, 2003 Date trip will end August 22, 2003

Method of transportation requested personal & city vehicles

Estimated transportation cost	\$	<u>512.82</u>
Meals		<u>507.00</u>
Lodging _____ days		<u>1905.45</u>
Other costs – description _____		_____
Total estimated cost of trip	\$	<u><u>2925.27</u></u>

Signed _____ Date _____ 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