

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Mayor Jim Shaw 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.)

NIC Congressional City Conference

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

Place of meeting or destination: Washington DC
Date of meeting Mar. 6-9, 2004
Date trip to begin March 5 (Shaw) March 6 (Kroeger) Date trip will end March 9
Method of transportation requested Air

Estimated transportation cost

Meals

Lodging 4/3 days (plus tax)

Other costs - description Registration
Shuttles

Total estimated cost of trip

	Mayor Shaw	Kroeger
\$	410.00	410.00
	165.00	132.00
	772.00	579.00
	385.00	385.00
	50.00	50.00
\$	1782.00	1556.00

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: Jim Shaw Date 6-15-04
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