

CITY OF RAPID CITY TRAVEL REQUEST

LF021605-04

Person requesting travel Craig Tieszen Department city

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

City Department Head Training and Planning meeting

List all other City employees, if any, making the trip for the same purpose: City Dept Head (+ Mayor)

Place of meeting or destination: ~~Deadwood, SD~~

Date of meeting ~~March 3-4, 2005~~

Date trip to begin March 3, 2005 Date trip will end March 4, 2005

Method of transportation requested City Vehicle

Estimated transportation cost \$ 00

Meals Paid by employee

Lodging _____ days paid by employee

Other costs -- description.

Total estimated cost of trip

\$ 00

Signed

Date _____

(person requesting travel)

(Department Head)

Date _____

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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy – Mayor

Yellow copy – Finance

Gold copy – Department copy