

CITY OF RAPID CITY
TRAVEL REQUEST

LF042705-03

Person requesting travel Denise Rossum Department EMS - 0890

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

To attend Sweet Software User Group Workshop

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

Place of meeting or destination: Chicago, IL

Date of meeting June 22-24, 2005

Date trip to begin June 21, 2005 Date trip will end June 25, 2005

Method of transportation requested Airlines

Estimated transportation cost	\$	<u>800.00</u>
Meals		<u>310.00</u>
Lodging <u>4</u> days		<u>852.00</u>
Other costs - description <u>Registration/tuition</u>		<u>1,200.00</u>
Total estimated cost of trip	\$	<u>3,162.00</u>

Signed Denise Rossum Date 4-19-05 Garry Shepherd Date 4-19-05
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy