



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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**City Finance Office**  
300 Sixth Street  
Rapid City, South Dakota 57701  
605-394-4143

LF051105-14

Travel Request:

June 16-17, 05

Weed and Seed Conference

The national Weed and Seed Program from Office of Justice Programs is requesting 4 participants (2) from the Seeding Area of the Program and (2) from the Weeding Area of the program attend the Sustainment Conference in Philadelphia Pennsylvania. As the grant is being phased out for Rapid City, with a possibility of one more year of funding, sustainment is a way for the program to continue under different funding sources.

The Director, Patricia Pummel, Lt Ray Cornford, Rapid City Police Department and Board Chairman, Linda Colhoff (Pennington County Drug and Alcohol) and Richard Cooper (Weed and Seed Board Member) will represent the Rapid City Weed and Seed Program.

The Costs include:

airline tickets	542.50 each for a total of 2,170.00
meals	80.00 each for a total of 320.00
lodging	375.00 each for a total of 1,500.00
taxi or shuttle	20.00 each for a total of 80.00

Total estimated cost 4,070.00

100% of this cost will be paid from Weed and Seed Grant.



EQUAL OPPORTUNITY EMPLOYER

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Patricia Pummel Department Weed + Seed

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

List all other City employees, if any, making the trip for the same purpose: LT Ray Cornford, Linda Colhoff, Richard Cooper, Patricia Pummel

Place of meeting or destination: Philadelphia, PA

Date of meeting 6/16-17/05

Date trip to begin 6/15/05 Date trip will end 6/18/05

Method of transportation requested Air

Estimated transportation cost (as of 5/2/05) \$ 2170<sup>00</sup>

Meals 3 days 320<sup>00</sup>

Lodging 3 days 1500<sup>00</sup>

Other costs - description Ground Transportation 80<sup>00</sup>

Total estimated cost of trip \$ #4070<sup>00</sup>

Signed Patricia Pummel (person requesting travel) Date 5/2/05 Conner Emery (Department Head) Date 5/4/05

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