

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel John Wagner Department 0810 Water

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

attend SD Water and Wastewater 2005 Annual Conference

List all other City employees, if any, making the trip for the same purpose: Stacey Titus, Ron Barber, Chip Petrik

Place of meeting or destination: Brookings, SD

Date of meeting Sept. 13 - 16, 2005

Date trip to begin Sept. 13, 2005 Date trip will end Sept. 16, 2005

Method of transportation requested city vehicle

Estimated transportation cost 780 miles \$ 250.00

Meals B) 12 L) 12 D) 7 252.00

Lodging 3 days 402.00

Other costs - description Registration - 4 @ \$70 280.00

Total estimated cost of trip \$ 1184.00

Signed John Wagner Date 8/3/2005 David J. Johnson Date 8/3/05
(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel David VanCleave Department 7072

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

Water Wastewater Conference

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

Chuck Larson, Ron Back

Place of meeting or destination: Brookings, SD

Date of meeting Sept. 14-16, 2005

Date trip to begin Sept 13, 2005 Date trip will end Sept 16, 2005

Method of transportation requested City Vehicle

Estimated transportation cost \$ 250.00

Meals 264.00

Lodging 3 days 420.00

Other costs - description Registration 210.00

Total estimated cost of trip \$ 1148.00

Signed David VanCleave Date 3 Aug 05 Dick Johnson Date 8/3/05
(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