

CITY OF RAPID CITY
TRAVEL REQUEST

LF110205-29

Person requesting travel Larissa Price Department Attorney

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

Seminars on Bankruptcy Law

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

Place of meeting or destination: Sioux Falls, SD

Date of meeting 11/15/05

Date trip to begin 11/14/05 Date trip will end 11/16/05

Method of transportation requested personal vehicle

Estimated transportation cost \$ 144.00 (720 miles @ 20¢)

Meals 61.00

Lodging 2 days 158.00

Other costs—description registration, misc 379.00

Total estimated cost of trip \$ 742.00

Signed Larissa Price Date 10-21-05

(person requesting travel)

(Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy