

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Dirk Jablonski Department Public Works - 108

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 Congressional delegation offices (3) to solicit earmarks for canyon lake restoration project and Jackson Springs Water Treatment project

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

Place of meeting or destination: _____

Date of meeting March 14, 2006

Date trip to begin March 13, 2006 Date trip will end March 15, 2006

Method of transportation requested Commercial airline

Estimated transportation cost	\$	<u>634.50</u>
Meals		<u>83.00</u>
Lodging <u>2</u> days @ <u>\$229.00</u>		<u>458.00</u>
Other costs - description <u>Misc. transportation Expenses</u>		<u>100.00</u>
Total estimated cost of trip	\$	<u>1275.50</u>

Signed Dirk Jablonski (person requesting travel) Date 2/23/06 Dirk Jablonski (Department Head) Date 2/23/06

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: [Signature] Date 2.23.06
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