

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Dion Lowe Department Engineering

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

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

Place of meeting or destination: Minneapolis, Minnesota

Date of meeting May 1 and 2, 2006

Date trip to begin April 30, 2006 Date trip will end May 2, 2006

Method of transportation requested Air

Estimated transportation cost	\$	<u>700.00</u>
Meals (B-2, L-0, D-3)		<u>46.00</u>
Lodging <u>2</u> days		<u>238.38</u>
Other costs - description <u>Registration - 1 @ \$895.00</u>		<u>895.00</u>
Total estimated cost of trip	\$	<u>1,879.38.</u>

Signed Dion Lowe 4/6/06 Date Dion Lowe 4-6-06
(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