

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Tracy Davis Department Finance/HR/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.)

Attend SD Governmental Finance Officers' School and SD Human Resource Association School.

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Connie Ewing, Jason Green, Karie Price, Cathy Druckrey, Robin Bommerstach

Place of meeting or destination: Watertown, SD

Date of meeting ~~6/14-16/06~~

Date trip to begin 6/13/06 Date trip will end 6/16/06

Method of transportation requested City Vehicles (3)

Estimated transportation cost \$ 420.00

Meals \$ 357.00

Lodging 3 days \$ 1,420.00

Other costs - description Registration (4-\$50; 7-\$25; 2-\$75) \$ 525.00

Total estimated cost of trip \$ 2,722.00

Signed Tracy Davis 5/1/06 Date James Preston Date 5/1/06
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy