

CITY OF RAPID CITY
TRAVEL REQUEST

LF092607-12

Person requesting travel Jim Preston Department Finance

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

Travel for Jim Cook and his wife Julie
for interview - Information Technology Officer

List all other City employees, if any, making the trip for the same purpose:
Evening meal for Mayor, Jim Preston, Kevin Thon, Susan + Spouse.

Place of meeting or destination: _____

Date of meeting September 27 and 28, 2007

Date trip to begin September 27 Date trip will end September 28

Method of transportation requested AIR

Estimated transportation cost \$ 1390

Meals 350

Lodging 1 days 60

Other costs - description _____

Total estimated cost of trip \$ 1800

Signed James F. Preston Date 9/20/07 James F. Preston Date 9/20/07
(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