

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Roy Cork 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.)

InfoSewer Pro Training Course

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Broomfield, Colorado

Date of meeting February 11 and 12, 2008

Date trip to begin February 10, 2007 Date trip will end February 13, 2008

Method of transportation requested City Vehicle

Estimated transportation cost	\$ <u>254.72</u>
Meals (B-3, L-4, D-3)	<u>119.00</u>
Lodging <u>3</u> days	<u>294.00</u>
Other costs - description <u>Registration - 1 @ \$1,600.00</u>	<u>1,600.00</u>
Total estimated cost of trip	\$ <u>2,267.72</u>

Signed Roy Cork 12/20/07 Date 12/20/07 Will Afzalati Date 12/20/07
(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