

**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.)

InfoWater 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 January 16 and 17, 2008

Date trip to begin January 15, 2008 Date trip will end January 18, 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 [Signature] 12/20/07 Date 12/20/07 [Signature] 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