

CITY OF RAPID CITY
TRAVEL REQUEST

7102-7103 50/50

Person requesting travel Jerry Wright Department Solid Waste Div.

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 US Composting Council Conf. & Tradeshow, including a class on Compost use for erosion control & stormwater management.

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

Place of meeting or destination: Oakland, CA

Date of meeting 2/9/08 thru 2/12/08

Date trip to begin 2/8/08 Date trip will end 2/13/08

Method of transportation requested Rail

Estimated transportation cost - Rail & ground \$ 226

Meals 144

Lodging 5 days @ \$150 900 750.00

Other costs - description Registration 375

Compost use training 145

Total estimated cost of trip \$ 1870 1660

Signed Jerry Wright Date 2/9/08 Date 1/9/08
(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: [Signature] Date 1/9/08
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