

CITY OF RAPID CITY
TRAVEL REQUEST

LF011608-30

Person requesting travel Jason Green Department 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.) Municipal Day @ the Legislature

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

Place of meeting or destination: Sioux SD

Date of meeting February 5-6, 2008

Date trip to begin February 5, 2008 Date trip will end February 6, 2008

Method of transportation requested personal vehicle

Estimated transportation cost (360 miles @ 37¢ per mile) \$ 133.20

Meals (Lunch - 2/5; Breakfast - 2/6) 28.00

Lodging 1 days 190.00

Other costs—description _____

Total estimated cost of trip \$ 351.20

Signed [Signature] 1-9-2008 Date [Signature] Date 1-9-2008
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor Yellow copy—Finance Gold copy—Department copy