

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Connie Ewing 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.) CNAS National Conference

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

Place of meeting or destination: Atlanta, GA

Date of meeting June 1-3, 2008

Date trip to begin May 31, 2008 Date trip will end June 3, 2008

Method of transportation requested plane

Estimated transportation cost \$ 350.00

Meals 4 days @ 33.00 132.00

Lodging 3 nights days @ 148.35 535.35

Other costs—description ground travel 50.00 350.00

Registration 300

Total estimated cost of trip \$ 1,367.00

Signed Connie Ewing Date June 1, 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

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Angie Weeks Department 0928/RSVP

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

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

Place of meeting or destination: Atlanta, GA
Date of meeting June 1-3, 2008
Date trip to begin May 31, 2008 Date trip will end June 3, 2008
Method of transportation requested plane

Estimated transportation cost	\$	350.00
Meals <u>4 days @ 33.00</u>		132.00
Lodging <u>3 nights @ 29.15</u> days <u>129 + 15% taxes + fees = 148.35</u>		535.35
Other costs—description <u>ground travel 50.00</u>		350.00
		<u>Registration 300.00</u>
Total estimated cost of trip	\$	<u>1,367.00</u>

Signed Angie Weeks (person requesting travel) Date Connie Ewing (Department Head) Date 3/26/07

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 _____
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