

CITY OF RAPID CITY TRAVEL REQUEST

LF091008-19

Person requesting travel Connie Namanny Department Water

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 the 2008 Harris Customer Conference - Advanced Utility Systems.

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

Place of meeting or destination: Las Vegas, Nevada

Date of meeting Nov. 5 - 7, 2008

Date trip to begin Nov. 3, 2008 Date trip will end Nov. 7, 2008

Method of transportation requested air

Estimated transportation cost \$ 646

Meals B 1) L 3) D 6) 143

Lodging 4 days 1,424

Other costs - description Registration 1,700

Total estimated cost of trip \$ 3,913

Signed John Wagner Date 9/4/08
(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: _____ 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