

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF011409-01

Karen Gundersen Olson

Person requesting travel Sam Kooiker, Lloyd LaCroix Department City Council

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

SDML Municipal Government Day

List all other City employees, if any, making the trip for the same purpose: Tracy Davis, Robert Ellis, Connie Ewing, Jason Green, Joel Landeen, Jim Preston & Pauline Sumption

Place of meeting or destination: Pierre, SD

Date of meeting February 3 & 4, 2009

Date trip to begin 02-03-09 Date trip will end 02-04-09

Method of transportation requested Car

Estimated transportation cost \$ 388.50

Meals 62.00

Lodging 1 days per person 300.00

Other costs - description Registration @ \$30.00 per person 300.00 ** See note

for all city employees attending.

Total estimated cost of trip \$ ~~XXXXXX~~ 1050.50

Signed _____ Date _____ Date _____
(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