

CITY OF RAPID CITY
TRAVEL REQUEST

LF011409-16

Person requesting travel Stacey Titus Department Engineering

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

Water Treatment Plant Project - site visit to Denver CO
membrane filter evaluation

List all other City employees, if any, making the trip for the same purpose: John Wagner, Dan Coon

Place of meeting or destination: Colorado Springs

Date of meeting early February 2009

* Date trip to begin Monday February Date trip will end Wednesday February

Method of transportation requested airline * Actual Dates to be determined

Estimated transportation cost air - \$275 each x 3 \$ 825

Meals 3 break 3 lunch 3 dinner - \$108 each x 3 \$ 324

Lodging 2 days \$100 per day x 3 \$ 600

Other costs - description rental car 55/day 3 days \$ 165

Total estimated cost of trip \$ \$1914

Signed [Signature] 1/7/09 Date [Signature] Date 1-7-09
(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