

CITY OF RAPID CITY
TRAVEL REQUEST

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 GE.

Plant in Toronto for membrane filter evaluation
List all other City employees, if any, making the trip for the same purpose: Dan Coon, John Wagner

Place of meeting or destination: Toronto Canada

Date of meeting early Feb 2009

Date trip to begin Monday Date trip will end Wednesday

Method of transportation requested air

Estimated transportation cost Air \$722 X 3 \$ 2166

Meals 3 Break 3 lunch 3 Dinner \$108 X 3 324

Lodging 2 days \$130 per night X 3 780

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

Total estimated cost of trip \$ \$3435

Signed Stacey Titus 1-12-09 Date John Wagner Date 1-12-09
(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