

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Robert Ellis Department PW

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

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

Place of meeting or destination: Pierre

Date of meeting 2/3/09 + 2/4/09

Date trip to begin 2/3/09 Date trip will end 2/4/09

Method of transportation requested city vehicle

Estimated transportation cost \$ _____

Meals 1 Dinner 1 lunch 1 breakfast 26.00

Lodging 1 days 95.99

Other costs - description _____

Total estimated cost of trip \$ 121.99

Signed MEB 2-18-08 Date [Signature] Date 2-18-08
(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: [Signature] 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