

CITY OF RAPID CITY TRAVEL REQUEST

LF022509-09

Person requesting travel Michael Schwarz Department BCPD Evidence

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

Training titled Essential Ridgeology Concepts. Important for understanding qualitative quantitative methodsology.

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

Place of meeting or destination: Salt Lake City, UT

Date of meeting April 6-10

Date trip to begin April 5 Date trip will end April 11

Method of transportation requested Flight

Estimated transportation cost \$ 307.00

Meals 216.00

Lodging \$85 (plus B. tax) 6 days 576.71

Other costs - description Tuition 600.00

Total estimated cost of trip \$ 1759.71

Signed Michael Schwarz (person requesting travel) Date 1-13-09 Steve Konde (Department Head) Date 1-9-09

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: Mayor Date

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

2/9/09 Maggie - Please put on L/E agenda. Thanks, Pam