

CITY OF RAPID CITY
TRAVEL REQUEST

LF041509-11

Person requesting travel Tracy Davis Department Finance/Attorney/HR

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

Attend SDML HR + Finance Officers School in Pierre

List all other City employees, if any, making the trip for the same purpose: Jim Preston, Pauline Sumption, Connie Ewing, Jason Green, Tammie Krumm

Place of meeting or destination: Pierre

Date of meeting 6/9-12/09

Date trip to begin 6/9/09 Date trip will end 6/12/09

Method of transportation requested city vehicle(s)

Estimated transportation cost	\$	<u>100.00</u>
Meals <u>(2-B, 3-L) x 5 (1-B, 2-L) x 1</u>		<u>208.00</u>
Lodging <u>3</u> days x 5; <u>1</u> day		<u>1,246.50</u>
Other costs - description <u>Reg - HR School - 6 @ \$25</u>		<u>150.00</u>
<u>Reg - FO School - 5 @ \$75</u>		<u>375.00</u>
Total estimated cost of trip	\$	<u>2,079.50</u>

Signed Tracy Davis 4/8/09 Date James Lester Date 4/8/09
(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