## CITY OF RAPID CITY TRAVEL REQUEST

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)  Cityworks software training  List all other City employees, if any, making the trip for the same purpose:  Place of meeting or destination: Frisco, TX  Date of meeting Aug. 18-20, 2009  Date trip to begin Aug. 17, 2009  Date trip to begin Aug. 17, 2009  Date trip to degin Aug. 17, 2009  Date trip will end Aug. 21, 2009  Method of transportation requested Airline/Rental car  Estimated transportation cost  Meals  Loddging 4 days  Other costs – description Cost of training  Total estimated cost of trip  Signed Aug. 18-20, 2009  Date 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:	Person requesting travelJim_Ac	kland	Department	Community	Resources	
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			Mayor			
Approved by Common Council on (Date)	When the cost of the trip will exceed \$1	500, per event, Council approval	is required.			
		Approved by Commor	Council on		(Date)	
White copy – Mayor Yellow copy – Finance Gold copy – Department copy	White copy – Mayor	Yellow copy – Finance			,	