

**CITY OF RAPID CITY
TRAVEL REQUEST**

Mayor Alan Hanks, Karen Gundersen Olson

Person requesting travel Malcom Chapman Department Mayor & City Council

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

SDML Annual Conference

List all other City employees, if any, making the trip for the same purpose: Tracy Davis, Connie Ewing, Jim Preston, Pauline Sumption, Jason Green & Mike Shad

Place of meeting or destination: Watertown, SD

Date of meeting 10-06-09 to 10-09-09

Date trip to begin 10-06-09 Date trip will end 10-10-09

Method of transportation requested City & Personal Vehicle

Estimated transportation cost	\$ 960.80
Meals	390.00
Lodging _____ days	900.00
Other costs - description <u>Registration @ \$100.00 per person</u>	300.00
Total estimated cost of trip	<u>\$ 2,550.80</u>

Signed _____ Date _____ Date _____
(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