

**CITY OF RAPID CITY
COUNCIL MEMBER TRAVEL AND TRAINING REQUEST**

Person requesting travel Jerome Wright

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

Traveled with Mayor & Chamber Delegation to meet with Forest Service on pine beetle, DOE & NSF, Sanford Underground Lab, NGS Hdqtrs, Congress

List all other Council Members, if any, making the trip for the same purpose: Mayor Koelker

Place of meeting or destination Washington, DC

Date of meeting 9/13, 14, 2011

Date trip to begin 9/12, 2011 Date trip will end 9/15/2011

Method of transportation requested Air

Estimated transportation cost	<u>Air = 628.30</u>	\$	<u>Paid Mayors Credit Card</u>
Meals	<u>3 days @ 36.00, 1 breakfast</u>		<u>116.00</u>
Lodging	<u>3 days @ 308.01</u>		<u>924.03</u>
Other costs - description	<u>Metro Travel</u>		<u>27.15</u>
Total estimated cost of trip		\$	<u>1,067.18</u>

Signed _____ Date [Signature] _____ Date _____
(person requesting travel) (Council Leadership)

When the cost of the trip will exceed \$1,500 per Council Member, Council Approval is required.

Approved by Common Council on _____ (date)

White Copy - Mayor

Yellow Copy - Finance

Gold Copy - Department Copy