

List all other City employees, if any, making the trip for the same purpose: T.I Nicolai, Chris Jolley

Place of meeting or destination St. Paul, MN

Date of meeting 7/20/15-7/31/15

Date trip to begin 7/28/15 Date trip will end 7/31/15

Method of transportation requested City vehicle

Estimated transportation cost \$ 250.00

Meals 792.00

Lodging 3 days 1800.00

Other costs - description Registration 1185.00

Parking 96.00

Total estimated cost of trip \$ 4122.00

Signed _____ Date _____
(person requesting travel) (Department Director)

When the cost of the trip will exceed \$1,500 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