

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel: Thomas P. Hawkinson Department 204, Building Insp.

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

To San Francisco, CA to attend the ICBO 2000 Annual meeting and Educational Conference

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

Place of meeting or destination: San Francisco, CA

Date of meeting September 4-7 2000

Date trip to begin September 3, 2000 Date trip will end September 9, 2000

Method of transportation requested Air

Estimated transportation cost [ 6 days @33.00 out of state meals ] → \$ 500.00

Meals → 198.00

Lodging 6 days 915.56

Other costs - description car rental, taxi 100.00

registration paid by ICBO

Total estimated cost of trip \$ 1,713.56

Signed [Signature] 6.19.2000 Date [Signature] Date 6/20/00  
(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 employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy