

CITY OF RAPID CITY
TRAVEL REQUEST

PW080101-08

Person requesting travel JIM CLARK, BUILDING OFFICIAL Department BUILDING INSPECTION

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

BOCA-ICBO ANNUAL CONFERENCE

List all other City employees, if any, making the trip for the same purpose: N/A

Place of meeting or destination: CINCINNATI, OH

Date of meeting SEPT 16 - SEPT 21, 2001

Date trip to begin SEPT 15, 2001

Date trip will end SEPT. 21, 2001

Method of transportation requested AIR

Estimated transportation cost

\$ 345.50

Meals

231.00

Lodging 6 days

922.00

Other costs - description REGISTRATION

350.00

Total estimated cost of trip

\$ 1848.50

Signed [Signature]
(person requesting travel)

Date [Signature]
(Department Head)

Date 7-11-01

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: [Signature]

Mayor

Date _____

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