

CITY OF RAPID CITY
TRAVEL REQUEST

PW013002-13

Person requesting travel Jim Clark Department Building Inspection 207

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

2002 Code Forum Joint Annual Conference
BOLA/ICBO/SACCE

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

Place of meeting or destination: FT WORTH TX

Date of meeting Sept 29, 2002 - Oct 4, 2002

Date trip to begin Sept 27, 2002 Date trip will end Oct 5, 2002

Method of transportation requested AIR

Estimated transportation cost	\$	<u>200</u>	<u>CAR RENTAL</u>
		<u>400</u>	<u>AIR FARE</u>
Meals		<u>205</u>	
Lodging <u>7</u> days		<u>1125</u>	
Other costs - description <u>REGISTRATION</u>		<u>375</u>	

Total estimated cost of trip \$ 2305

Signed Jim Clark (person requesting travel) Date 1/22/02 Paul J. Bish (Department Head) Date 1-22-02

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: Jay M. M... Mayor Date 1-24-02

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