

CITY OF RAPID CITY  
TRAVEL REQUEST

No. PW081402-11

Person requesting travel Duncan Drey Department Pods - 612

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 World Waterpark Association Conference

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

Place of meeting or destination: Las Vegas, Nevada

Date of meeting Oct. 7 - Oct. 10<sup>th</sup>

Date trip to begin Oct. 10 Date trip will end Oct. 11<sup>th</sup>

Method of transportation requested air

Estimated transportation cost \$ 353

Meals 182

Lodging 5 days @ max lodging \$1200 a night 750

Other costs - description \_\_\_\_\_ 495

Total estimated cost of trip Conference Package \$ 1780

Signed [Signature] Date 7/31/02  
(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