

**CITY OF RAPID CITY
TRAVEL REQUEST**

No. PW101502-07

Person requesting travel Curt Huus Department Engineering

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

Pavement Design & Evaluation and Rehabilitation of Pavements Courses

To aid in impletation of a Pavement Management Program.

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Madison, Wisconsin

Date of meeting November 4, 5, 6 and 7, 2002

Date trip to begin November 3, 2002

Date trip will end November 8, 2002

Method of transportation requested City Vehicle

Estimated transportation cost

\$ 200.00

Meals

158.00

Lodging 5 days

460.00

Other costs - description Course Fee

1,190.00

Total estimated cost of trip

\$ 2,008.00

Signed

Curt Huus

9/24/02

Date

Randall M. Hays

9-24-02

Date

(person requesting travel)

(Department Head)

Verne 9-24-02

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:

Jim Mun

Mayor

Date 9-25-02

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