

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel James Walraven Department Public Works / Golf Course

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

Attend Golf Course Superintendent Association of America 74th International Golf Course Conference and Show

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

Place of meeting or destination: Atlanta Georgia

Date of meeting February 10-15 2003

Date trip to begin February 10, 2003 Date trip will end February 16, 2003

Method of transportation requested _____

Estimated transportation cost \$ 479.50

Meals 205.00

Lodging 6 days 1026.00 (150.00 Night + 14% TAX)

Other costs - description Registration (250.00) Seminar (130.00) 380.00

Ground Transportation 100.00

Total estimated cost of trip \$ 2,190.50

Signed James Walraven 10/16/02 Date 10-16-02
(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: [Signature] Date 10-16-02
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