

CITY OF RAPID CITY
TRAVEL REQUEST

No. **PW070103-20**

Person requesting travel BJERKE, Daniel L. Department Public Works (WWTP)

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 76th Annual Technical Exhibition and Conference of the Water Environment Federation

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

Place of meeting or destination: Los Angeles, CA

Date of meeting October 11-15, 2003

Date trip to begin October 11, 2003 Date trip will end October 15, 2003

Method of transportation requested Air

Estimated transportation cost	\$	<u>374.00</u>
Meals		<u>116.00</u>
Lodging <u>Shared</u> <u>(4)</u> days		<u>396.72</u>
Other costs - description <u>Registration</u>		<u>695.00</u>
<u>Ground Transportation</u>		<u>26.00</u>
Total estimated cost of trip	\$	<u>1,607.72</u>

Signed Daniel L. Bjerke 6/24 Date Daniel Bjerke Date 6/24/03
(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