

CITY OF RAPID CITY No. PW011304-12
TRAVEL REQUEST

612
601
Pools

Person requesting travel DUNCAN R. OLNEY Department Recreation

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

TO ATTEND NATIONAL AQUATIC CONFERENCE

List all other City employees, if any, making the trip for the same purpose: N/A

Place of meeting or destination: Charleston SC

Date of meeting 26 Feb 04 - 2 MAR 04

Date trip to begin 25 Feb 04 Date trip will end 2 MAR 04

Method of transportation requested Airplane

Estimated transportation cost \$ 569-

Meals 182-

Lodging 7 days 1147.00

Other costs - description CONFERENCE Fee And NATIONAL AQUATIC MANAGEMENT School 650-

Total estimated cost of trip \$ 2548-

Signed [Signature] Date 12-19-03 [Signature] Date 12-24-03
(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