

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Jason Stone Department City Attorney

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

Advanced Employment Law & Litigation

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

Place of meeting or destination: Washington, D.C.

Date of meeting December 4-6, 2003

Date trip to begin December 3, 2003 Date trip will end December 7, 2003

Method of transportation requested Airfare

Estimated transportation cost (airfare) \$ 500.<sup>00</sup>

Meals (3-6- lunch & dinner; 7- breakfast & lunch) 121.<sup>00</sup>

Lodging 4 days 930.<sup>00</sup>

Other costs—description registration fee 975.<sup>00</sup>

Total estimated cost of trip \$ 2,546.<sup>00</sup>

Signed Jan E. Miller Date 10-7-03 (person requesting travel)  
JEM Date 10-7-03 (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy—Mayor                      Yellow copy—Finance                      Gold copy—Department copy