

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Jim Shaw Department Mayor/Council

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

NAC Congressional Cities Conference

List all other City employees, if any, making the trip for the same purpose: Malcom Chapman, Tom Johnson, Ron Kroeger

Place of meeting or destination: Washington, DC

Date of meeting March 11-14, 2006

Date trip to begin March 10, 2006 Date trip will end March 15, 2006

Method of transportation requested Air

Estimated transportation cost

Meals

Lodging 5 days @ 225

Other costs - description Registration

LTI seminars

Total estimated cost of trip shuttles/taxis

	one person	2 ppl	3 ppl	4 ppl	5 ppl
Estimated transportation cost	\$ 490	980	1470	1960	2450
Meals	216	432	648	864	1080
Lodging	1125	2250	3375	4500	5625
Other costs - description	400	800	1200	1600	2000
<u>LTI seminars</u>	240	480	720	960	1200
Total estimated cost of trip	\$ 50	100	150	200	250
	252	504	756	1008	1260

Signed _____ Date _____ (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: Jim Shaw Date 3-16-06
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy