

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Russ Tiensvold Department Community Resources

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

ESRI GIS Training (Building Geodatabases) in Broomfield, CO and meeting with Sanborn Map Company in Colorado Springs, CO

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Broomfield, CO and Colorado Springs, CO

Date of meeting March 10-12, 2008

Date trip to begin March 9, 2008 Date trip will end March 13, 2008

Method of transportation requested City vehicle

Estimated transportation cost \$ 356.00

Meals 172.00

Lodging 4 days 435.60

Other costs - description Cost of training 1,470.00

Total estimated cost of trip \$ 2,433.60

Signed Russ Tiensvold Date [Signature] Date 1-15-08
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy