

CITY OF RAPID CITY  
TRAVEL REQUEST

LF082708-29

Person requesting travel Jason Green Department Atty

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

S.D. Municipal League Conference Pierre, SD

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

Place of meeting or destination: Pierre, SD

Date of meeting Oct. 7-10, 2008

Date trip to begin Oct. 7 Date trip will end Oct. 10

Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ 100.00

Meals 104.22

Lodging 3 days 700.00

Other costs—description \_\_\_\_\_

Total estimated cost of trip \$ 904.00

Signed [Signature] 8-25-08 Date [Signature] Date 8-25-08  
(person requesting travel) (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