

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jason Green Department 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.)

ALI-ABA Seminar - 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 1-3, 2005

Date trip to begin November 30, 2005 Date trip will end December 3, 2005

Method of transportation requested Airplane

Estimated transportation cost \$ 500.00

Meals 95.00

Lodging 3 days 900.00

Other costs—description tuition - 995
MISC - 100.00

Total estimated cost of trip \$ 1095.00
2590.00

Signed [Signature] 10-21-05 Date [Signature] Date 10-21-05
(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