

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jack Lundgren 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.)

Fundamentals of Condemnation

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

Place of meeting or destination: San Diego, CA

Date of meeting Jan. 5-7, 2006

Date trip to begin 1/4/06 Date trip will end 1/7/06

Method of transportation requested Airlines

Estimated transportation cost	\$	<u>800.00</u>
Meals		<u>120.00</u>
Lodging <u>3</u> days		<u>720.00</u>
Other costs—description <u>fruition, misc.</u>		<u>995.00</u>
Total estimated cost of trip	\$	<u>2435.00</u>

Signed Jack Lundgren Date 1/4/06 (person requesting travel) (Department Head) Date 10-21-05

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