

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Robert Ellis Department Public Works

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

Public Works Department Retreat meeting

List all other City employees, if any, making the trip for the same purpose: John Wagner, Dave VanCleave, Rich Sagen, Don Brumbaugh, Dale Tech, Gunar Dzintars, Jerry Wright, Toni Broom, & Brenda Vespested

Place of meeting or destination: Spearfish Canyon Lodge

Date of meeting December 4, 2009

Date trip to begin 12/4/09 Date trip will end 12/4/09

Method of transportation requested city vehicles

Estimated transportation cost 55 miles x .37 x 3 vehicles \$ 61.05

Meals _____

Lodging _____ days _____

Other costs - description meeting room and meals 275.00

Total estimated cost of trip \$ 336.05

Signed [Signature] Date 11/2/09 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: _____ 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