

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Jerry Munson Department 0101

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

Joint Civilian Orientation Conference

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

Place of meeting or destination: Wash. DC; Norfolk, VA; Camp Lejeune, NC; Ft Bragg, NC; Yorktown, PA

Date of meeting Apr 20-28, 2002 Sheppard AFB, TX; Offutt AFB, NE

Date trip to begin Apr. 19, 2002 Date trip will end Apr. 28, 2002

Method of transportation requested Air

Estimated transportation cost \$ 955.50

Meals 0

Lodging 1 days (possibly) 135.00

Other costs - description Conference fee 2100.00

Total estimated cost of trip \$ 3190.00

Signed Jerry Munson (person requesting travel) Date 12/6/01 _____ (Department Head) Date _____

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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy