

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Marta Chapman Department Library - 609

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 Library Association 2002 National Conference

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

Place of meeting or destination: Phoenix, AZ

Date of meeting March 12-14, 2002

Date trip to begin March Date trip will end March 17

Method of transportation requested airline

Estimated transportation cost	(2)	\$	<u>800</u>
Meals <u>6 days @ 33.</u>			<u>400</u>
Lodging <u>5</u> days (2)			<u>1590</u>
Other costs - description <u>Registration</u>			<u>320</u>
<u>Per Diem Comp.</u>			<u>250 -</u>
Total estimated cost of trip		\$	<u>3400</u>

Signed Marta Chapman Date \_\_\_\_\_ (person requesting travel) \_\_\_\_\_ (Department Head) Date 2/27/01

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