

CITY OF RAPID CITY  
TRAVEL REQUEST

LF041002-03

Person requesting travel: JERRY BROWN DEPARTMENT: 0850 AIRPORT

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) Travel to Dallas/Fort Worth to attend the AAAE 7<sup>th</sup> Annual Conference & Expo  
List all other City Employees, if any, making the trip for the same purpose: Airport Executive Director  
Place of meeting or destination: Dallas/Ft.Worth

Date of meeting: 5/19/02  
Date trip to begin: 5/18/02 Date trip will end: 5/23/02

Estimated Transportation Cost:	\$264.00
Meals: 2 X 33.00	\$ 66.00
Lodging: \$192.00 x 5	\$ 960.00
Registration:	\$785.00
Other costs - Shuttle Service & Taxi:	\$100.00
Total estimated cost of trip	\$2175.00

Signed [Signature] Signed [Signature] Date: 3/25/02  
(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 employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ Date: \_\_\_\_\_

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

Board approved: 8/13/01