

CITY OF RAPID CITY  
TRAVEL REQUEST

LF031203-06

Person requesting travel: Ken Simmons DEPARTMENT: 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.) 75<sup>th</sup> Annual AAAE Conference & Expo - Los Angeles, CA

List all other City Employees, if any, making the trip for the same purpose: Jerry Brown, Jerry Mitchell, Bert Corwin

Place of meeting or destination: Los Angeles, CA

Date of meeting: April 26, 2003

Date trip to begin: 4/26/03 Date trip will end: 4/30/03

Method of transportation requested: Air

Estimated Transportation Cost \$ 300.00

Meals: \$56.00

Lodging: 5 Nights @ \$197.00 = 985.00

Other costs - description: Registration \$ 610.00

Total estimated cost of trip \$1951.00

Signed \_\_\_\_\_ Signed [Signature] Date: 2/14/03  
(person requesting travel) (Department Head)

Board approved: 02/10/03

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

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel: Jerry Brown DEPARTMENT: 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.) 75<sup>th</sup> Annual AAAE Conference & Expo – Los Angeles, CA

List all other City Employees, if any, making the trip for the same purpose: Ken Simmons, Jerry Mitchell, Bert Corwin  
Place of meeting or destination: Los Angeles, CA

Date of meeting: April 26, 2003

Date trip to begin: 4/26/03 Date trip will end: 4/30/03

Method of transportation requested: Air

Estimated Transportation Cost

\$ 300.00

Meals: \$56.00

\$ 56.00

Lodging: 5-Nights @ \$197.00 = 985.00

\$ 985.00

Other costs - description: Registration

\$ 745.00

Car Rental

\$200.00

Total estimated cost of trip

\$2286.00

Signed \_\_\_\_\_

Signed 

Date: 2/14/03

(person requesting travel)

(Department Head)

Board approved: 02/10/03

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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

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel: Jerry Mitchell DEPARTMENT: 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.) 75<sup>th</sup> Annual AAAE Conference & Expo - Los Angeles, CA

List all other City Employees, if any, making the trip for the same purpose: Ken Simmons, Jerry Brown, Bert Corwin

Place of meeting or destination: Los Angeles, CA

Date of meeting: April 26, 2003

Date trip to begin: 4/26/03 Date trip will end: 4/30/03

Method of transportation requested: Air

Estimated Transportation Cost \$ 300.00

Meals: \$56.00

Lodging: 5 Nights @ \$217.00 = \$1085.00

Other costs - description: Registration \$ 745.00

Total estimated cost of trip \$2186.00

Signed \_\_\_\_\_  
(person requesting travel)

Signed [Signature] Date: 2/14/03  
(Department Head)

Board approved: 02/10/03

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

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel: Bert Corwin DEPARTMENT: 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.) 75<sup>th</sup> Annual AAAE Conference & Expo – Los Angeles, CA

List all other City Employees, if any, making the trip for the same purpose: Ken Simmons, Jerry Brown, Jerry Mitchell

Place of meeting or destination: Los Angeles, CA

Date of meeting: April 26, 2003

Date trip to begin: 4/26/03 Date trip will end: 4/30/03

Method of transportation requested: Air

Estimated Transportation Cost \$ 300.00

Meals: \$56.00 \$ 56.00

Lodging: 5 Nights @ \$197.00 = 985.00 \$ 985.00

Other costs - description: Registration \$ 745.00

Total estimated cost of trip \$2086.00

Signed \_\_\_\_\_ Signed [Signature] Date: 2/14/03

(person requesting travel)

(Department Head)

Board approved: 02/10/03

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