

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF082703-09.

Person requesting travel TERRI DAVIS Department LIBRARY

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

SOUTH DAKOTA LIBRARY ASSOCIATION ANNUAL CONFERENCE

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

TEANNIE McALLISTER, Jennifer IRWIN, Brenda STANDFORD

Place of meeting or destination: SIoux FALLS, SD (Reg. only)

Date of meeting October 15-19, 2003

Date trip to begin October 15 Date trip will end October 18

Method of transportation requested City Vehicle

Estimated transportation cost \$ 100. -

Meals - ^{Oct. 16-17-18-19} 2 @ 74 x 3 = 444. 228.

Lodging 3 days (4) @ 228 x 3 = 252. - 696. -

Other costs - description REGISTRATION → 725. - + 80 + 75

Author/AWARDS +80 10145 (5)

Total estimated cost of trip 10/15 Teaching Adults - 75 \$ 1749. + 80 - 1829 + 75

Signed Terri Davis 5/20/03 Date Greta Chapman 8/15/03 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 \$ _____

* [Signature]
Board Chairman

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