

CITY OF RAPID CITY  
TRAVEL REQUEST

LF122903-06

Person requesting travel KEITH L'ESPERANCE Department HR/RISK MGMT

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

ANNUAL INTERNATIONAL PUBLIC RISK MANAGEMENT ASSOC CONFERENCE. ALSO  
Am A PRESENTER AT A CONFERENCE BREAK-OUT SESSION

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

Place of meeting or destination: FT LAUDERDALE, FL

Date of meeting JUNE 13-16, 2004

Date trip to begin JUNE 12, 2004 Date trip will end JUNE 17, 2004

Method of transportation requested AIR

Estimated transportation cost \$ 475.00

Meals 100.00

Lodging 5 days 695.00

Other costs - description CONFERENCE REGISTRATION 495.00

MISCELLANEOUS 100.00

Total estimated cost of trip \$ 1,865.00

Signed [Signature] 12-17-03 Date [Signature] Date 1/18/03  
(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