

CITY OF RAPID CITY  
TRAVEL REQUEST

LF021605-18

Person requesting travel Kane Messer Department 603 (Ice)

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

2005 North American Rink Conference + Expo

List all other City employees, if any, making the trip for the same purpose: Brian Keizer

Place of meeting or destination. Chicago, Illinois

Date of meeting May 16-19, 2005

Date trip to begin May 15 Date trip will end May 20

Method of transportation requested Air travel

Estimated transportation cost \$ ~~300~~ 425

Meals ~~100~~ 150

Lodging 5 days @ \$140 700

Other costs - description Conference Cost \$449 x 2 ~~300~~ 450

Total estimated cost of trip \$ ~~670~~ 1725

Signed Doug Lane Date 2-10-05  
(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