

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Berta Chapman 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.)

Thinking Ahead Symposium Library Trends

List all other City employees, if any, making the trip for the same purpose: Ed Hughes, Monte Loos, Eric Arahamson, Jim Olson

Place of meeting or destination: Salt Lake City

Date of meeting 3.17 - 3.19

Date trip to begin 3.16 Date trip will end 3.19

Method of transportation requested Air

Estimated transportation cost \$ 1,000

Meals 561

Lodging 30.3 ~~104~~ days 990

Other costs - description Registration 800

3,351

Total estimated cost of trip \$ 3,351

Signed Berta Chapman Date _____ Date 2-11-05
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy