

CITY OF RAPID CITY No. LF030205-19
TRAVEL REQUEST

Person requesting travel Brad Keizer 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 Risk Conference + Expo

List all other City employees, if any, making the trip for the same purpose: Romeo Vivit

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 Own vehicle

Estimated transportation cost \$.20 @ 2100 miles \$ 420

Meals 5 days @ \$140 396

Lodging 5 days @ \$140 700

Other costs - description Conference Cost \$449 + \$150 599

Total estimated cost of trip \$ 2115

Signed [Signature] Date [Signature] Date 2-28-05
(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



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701


Recreation Division

125 Waterloo St.

605-394-4168

Fax 605-394-5226

To: Jerry Cole, Parks & Recreation Director

From: Doug Lowe, Recreation Division Manager 

Re: Conference

Date: 2-28-05

Please withdraw (LF 021605-18) travel request from the February 21, 2005 Council meeting.

I am resubmitting the 2005 National American Rink Conference & Expo travel request to include Romeo Vivit also. Changing the transportation from flying to driving and sharing lodging allows another professional to attend a national conference for only an additional \$390.00

They will be taking different educational tracks at the conference.

Brad Keizer – Programming, Marketing, & Promotions

Romeo Vivit – Hockey Programming/Operations & Risk Management

There is money appropriated in the 2005 budget to cover these costs.



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