



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## GROWTH MANAGEMENT

300 Sixth Street  
Rapid City, SD 57701

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Growth Management Department  
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### MEMORANDUM

TO: Legal and Finance Committee

FROM: Marcia Elkins, *ME* Growth Management Director

DATE: June 8, 2005

RE: Urban Travel Demand Forecasting Course – Asheville, NC – July 25 – 29, 2005

I am requesting approval of a travel request for Linda Foster to attend the Urban Travel Demand Forecasting Course on July 25 through 29, 2005 in Asheville, North Carolina. The following breakdown outlines the anticipated expenses associated with attending this training course:

Conference Registration	\$530.00
Airline Ticket	\$780.19
Rental car/parking fees	\$190.00
Meal Allowance	\$216.00
Lodging	\$450.00
<b>Total Travel Request</b>	<b>\$2,166.19</b>

The cost for this training is available in the 2005 Transportation Planning Budget. I would appreciate your consideration and approval of this travel request.



EQUAL OPPORTUNITY EMPLOYER

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Linda Foster Department Growth Management

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

Urban Travel Demand Forecasting Course

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

Place of meeting or destination: Asheville, NC

Date of meeting July 25 - 29, 2005

Date trip to begin July 24, 2005 Date trip will end July 29, 2005

Method of transportation requested Commercial Airline

Estimated transportation cost	\$	<u>780.19</u>
Meals <u>6</u> days @ \$36.00		<u>216.00</u>
Lodging <u>5</u> days		<u>450.00</u>
Other costs - description <u>Registration Fees</u>		<u>530.00</u>
<u>Rental car/parking fees</u>		<u>190.00</u>
Total estimated cost of trip	\$	<u>2,166.19</u>

Signed Linda Foster Date Manuel Elms Date 6/9/05  
(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