

CITY OF RAPID CITY
TRAVEL REQUEST

LF011106-03

Person requesting travel Terri Davis 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.)

Public Library Association Bi-Annual Conference

List all other City employees, if any, making the trip for the same purpose: Greta Chapman

Place of meeting or destination: Boston, MA

Date of meeting March 21-25, 2006

Date trip to begin March 18, 2006 Date trip will end March 25, 2006

Method of transportation requested Air

Estimated transportation cost	\$	<u>675.00</u>
Meals		<u>432.00</u>
Lodging <u>5</u> days - TD; 7 days EC		<u>1356.72</u>
Other costs - description <u>Conference Registration (2)</u>		<u>645.00</u>
Total estimated cost of trip	\$	<u>\$3108.72</u>

Signed Greta Chapman Date 12.8.05 Date _____
(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 \$ _____

Boaro Chair Date _____ Approved: [Signature] Date 12.19.05
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