

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Kay Rippentrop Department Mayor/Council

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

National ADA Symposium

List all other City employees, if any, making the trip for the same purpose: Karie Price, Asst City Atty

Place of meeting or destination: St. Louis, Missouri

Date of meeting April 10-12, 2006

Date trip to begin April 9, 2006 Date trip will end April 12, 2006

Method of transportation requested Commercial Air

	<u>1 person</u>	<u>2 people</u>
Estimated transportation cost	\$ <u>524.70</u>	<u>1049.40</u>
Meals	<u>98.00</u>	<u>196.00</u>
Lodging <u>3</u> days	<u>350.00</u>	<u>700.00</u>
Other costs - description <u>Registration</u>	<u>350.00</u>	<u>700.00</u>
<u>Shuttle/taxi</u>	<u>50.00</u>	<u>100.00</u>
Total estimated cost of trip	\$ <u>1372.70</u>	<u>2745.40</u>

Signed Kay Rippentrop Date 3/1/06 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 \$ \_\_\_\_\_

Approved: [Signature] Date 3-2-06  
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