

**CITY OF RAPID CITY
TRAVEL REQUEST**

4

Person requesting travel Tim Shaw Department Various

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

Attend SD ML Annual Mtg

List all other City employees, if any, making the trip for the same purpose: See attached sheet

Place of meeting or destination: Spearsfish SD
 Date of meeting Oct 4/2006
 Date trip to begin Oct 4, 2006 Date trip will end Oct 6, 2006
 Method of transportation requested _____

Estimated transportation cost ^{90 miles} RT = 28⁰⁰ x 10 \$ _____
 Meals ^{#26} x 3 = 78 \$ _____
 Lodging _____ days \$ _____
 Other costs - description Registration #650⁰⁰ \$ 1625⁰⁰

Total estimated cost of trip \$ 3800⁰⁰ Estimate

Signed Tim Shaw Date 9/6/06 3800 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: Jim Hax Date 9/6/06
 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

\$1425 - Full Reg - (19)	
200 - 1 Day Reg - 4	
	1625
Hotel Atty -	515
Finance	800
Mayor	250
Meals Ins - 3 people @ 26	78
Mileage ? 28 @ RT x 10 ?	288

ADVANCE PREPAID REGISTRATION

2005 South Dakota Municipal League Annual Conference
 October 4, 5 & 6, 2006
 Spearfish, South Dakota

Municipality Represented Rapid City

NOTE: TO ASSIST US IN TYPING NAME TAGS, PLEASE TYPE OR PRINT.
 For Days Attending please indicate All, Wednesday, Thursday or Friday.

Name	Title	Spouses program	Days Attending	Amount Paid
<u>Ex. John Doe</u>	<u>Trustee</u>		<u>All</u>	<u>75.00</u>
<u>Jane Doe</u>	<u>Spouse</u>	<u>X</u>		<u>50.00</u>
<u>Craig TIESZEN</u>	<u>Police Chief</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Jason Green</u>	<u>City Attorney</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Joel Lundeen</u>	<u>Asst. City Attorney</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Kari Price</u>	<u>Asst City Attorney</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Kevin Lewis</u>	<u>Asst City Attorney</u>		<u>1</u>	<u>50⁰⁰</u>
<u>Jim Preston</u>	<u>City Finance Officer</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Coleen Schmidt</u>	<u>Asst Finance Officer</u> <small>Human Resources</small>		<u>All</u>	<u>75⁰⁰</u>
<u>Connie Ewing</u>	<u>Accounting & Grants Mgr</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Jacqy Davis</u>	<u>Accounting Coordinator</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Robin Bommersbach</u>	<u>Accountant</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Cathy Druckery</u>	<u>HR manager of Recruitment & Compensation</u>		<u>All</u>	<u>75⁰⁰</u>

TOTAL AMOUNT ENCLOSED

Please return advance registration by September 8, 2006 to:

South Dakota Municipal League
 214 East Capitol
 Pierre, SD 57501

One-Day Registration	\$50.00
Advance prepaid registration fee	\$75.00 members & \$150.00 non members
Spouse registration fee	\$50.00
On-site registration fee	\$85.00 members & \$150.00 non members

Office Use Only

Date: _____ City Check # _____ Amount: _____
 Personal Check # _____ Amount: _____

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<u>Keith L'Esperance</u>	<u>Risk Manager</u>		<u>1</u>	<u>50⁰⁰</u>
<u>Greta Chapman</u>	<u>Library Director</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Mason Short</u>	<u>Support Manager</u>		<u>1</u>	<u>50⁰⁰</u>
<u>Marcia Elkins</u>	<u>Growth Management Div.</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Gary Shepherd</u>	<u>Fire Chief</u>		<u>1</u>	<u>50⁰⁰</u>
<u>Kay Rippentrop</u>	<u>Assistant to Mayor</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Jim Shaw</u>	<u>Mayor of Rapid City</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Malcom Chapman</u>	<u>V.P. City Council</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Mike Schumacher</u>	<u>Ward 1 City Council</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Deb Hadcock</u>	<u>Ward 2 City Council</u>		<u>All</u>	<u>75⁰⁰</u>
<u>Bill Okrepkie</u>	<u>Ward 3 City Council</u>		<u>All</u>	<u>75⁰⁰</u>

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Jane Doe	Spouse	X		50.00
Karen Gunderson Olson	Ward 3 City Council		All	75.00

\$1425 - Full Reg - (19)
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 1625
 Hotel - Atty - 515
 Financa 800
 Mayor 250
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 Mileage? 28 @ RT x 10? 288

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