

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Angie Weeks Department 0928 / RSWO

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

Annual Senior Comp Conference - Required Conference  
By RSWO National Office

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

Place of meeting or destination: Chicago, Ill

Date of meeting 3/6/07 + 3/9/07

Date trip to begin Tues, March 6 Date trip will end Friday, March 9

Method of transportation requested Air

Estimated transportation cost \_\_\_\_\_ \$ 411.00

Meals 4 days / 3 meals @ 36 x 4 days \$ 144.00

Lodging 4 days / 3 nights days 189/night \$ 711.00 + tax

Other costs—description Registration \$ 420.00

Ground travel \$ 50.00

Total estimated cost of trip \$ 1,736.00

Signed Angie Weeks Date 1/4/07 Connors Date 1/4/07  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy—Mayor Yellow copy—Finance Gold copy—Department copy

**Weeks Angie**

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**From:** Schiefelbein, Debra [DSCHIEFE@cns.gov]  
**Sent:** Thursday, November 16, 2006 9:41 AM  
**To:** Wilson, Marilyn; Baumeister, Mary; Kenna, Kate; Lyon, Father George ; Sanderson, Chuck; Stusiak, Doris; Thoreson, Kathy; Eichele, Doreen; Ewing, Connie; Hofer, Jim; Klug, Jane; Kubat, Bill; Lee, Ellen; Olson, Nancy; Miller, Colleen; Hillman, Karen; Knudson, Kaye; Ertmann, Trudy; Eikamp, Julie ; Smette, Miriam; Nelson, Linda; Telin, Becky; McQuillen, Jodi; Cram, Darbi; Wietgreffe, Nancy; French, Dar; Hansen, Sandra; Kilber, Marge ; Nagle, Katie; Paradis, Brenda; Rabenberg, Dawn; Weeks, Angie  
**Cc:** Pohlman, John; Weller, Joyce  
**Subject:** Annual Senior Corps Conference  
**Importance:** High

Dear Senior Corps Grantee Reps and Project Directors,

We have just received 'approval' for the required 2007 "Annual ND/SD Senior Corps Conference" (2007 Joint Conference of the American Society on Aging and the National Council on Aging), March 6-10, 2007, in Chicago, IL. [www.agingconference.org](http://www.agingconference.org) )

Senior Corps Project Directors are 'required' to attend and Grantee Reps are 'encouraged' to attend.

Early Bird Registration (\$540) deadline is January 24, 2007.

The majority of the Conference sessions will be held at the Sheraton Chicago Hotel & Towers.

Monday, March 5<sup>th</sup> will be the designated **day of travel**.

Tuesday, March 6<sup>th</sup>

8A Session/programs begin

5-7P ND/SD CNCS Senior Corps session (1<sup>st</sup> choice pending room request)

Wednesday, March 7<sup>th</sup>

8A Sessions begin

6-8P ND/SD CNCS Senior Corps session (alternate option)

Thursday, March 8<sup>th</sup>

8A Sessions begin

Friday, March 9<sup>th</sup>

1/4/2007

8A Sessions begin

**Depart at Noon for Return Travel** or you are 'welcome' to stay till the conference ends.

(If some of you want to 'plan an evening dinner or event', feel free to do so—I will let you know the when the ND/SD CNCS Senior Corps session will occur as soon as I get a response to my request).

Have a nice Thanksgiving—it's nice to see the weather cooperating.

Thank you, Deb Schiefelbein, ND/SD CNCS Program Specialist

systems, making it easily accessible from anywhere in the co

As one of the world's great cities, Chicago provides wonderful cultural attractions: spectacular shopping, incredible dining, internationally re exciting nightlife and much more. Whatever your interests, come exp discover everything our beautiful city has to offer.

- Fantastic shopping on the beautiful Magnificent Mile and lege Street.
- Incredible dining, ranging from elegant four-star restaurants authentic ethnic cuisine imaginable.
- Internationally renowned museums, including the Art Institut Museum of Science and Industry and the Museum Campus in Field Museum, Adler Planetarium and Shedd Aquarium.
- Exciting nightlife with critically acclaimed theater district, live clubs and more.

For further information on Chicago please visit this informative websi  
**<http://www.choosechicago.com>**

## **HOTEL ACCOMMODATIONS**

**Cut-off date to make your hotel reservations: February 12, 2007**

All conference activities will be held at the **Sheraton Chicago Hotel** the **Embassy Suites Downtown Lakefront**.

## **HOTELS FOR THE ASA - NCOA 2007 JOINT CONFERENCE**

**CUT OFF DATE: Monday, February 12, 2007.**

When calling in for your reservations, please request the **American S** group rates.

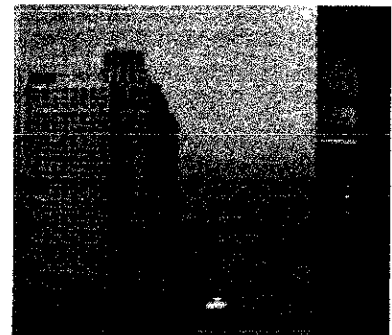
### **Sheraton Chicago Hotel and Towers (headquarter hotel)**

301 East North Water Street  
Chicago, IL 60611  
**[www.sheratonchicago.com](http://www.sheratonchicago.com)**  
**800-233-4100 (reservations)**

#### **Single/Double Rates:**

Single: \$189.00  
Double: \$199.00

To make reservations online,  
please **click here**.



### **Embassy Suites Chicago Downtown - Lakefront**