

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Tom Johnson - Council President Department 101 - 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 League of Cities - Congress of Cities & Exposition  
New Orleans, LA

List all other City employees, if any, making the trip for the same purpose: Malcom Chapman, Bob Hurlbut,  
Bill Okrepkie, & Lloyd LaCroix

Place of meeting or destination: New Orleans, LA

Date of meeting Nov. 13-17, 2007

Date trip to begin Nov. 12, 2007

Date trip will end Nov. 17 or 18, 2007

Method of transportation requested airline

Estimated transportation cost (\$560.60pp) ✓

\$ 2803.00

Meals (\$252pp) ✓

1260.00

Lodging 6 days (\$280nt x 6 = \$1680pp) ✓

8400.00

Other costs - description Registration (\$375pp), Seminars  
(\$420pp), Arpt Pkg (\$49pp), Shuttle (\$20pp)

4320.00

Total estimated cost of trip

\$ 16783.00

Signed Tom Johnson  
(person requesting travel)

Date 5/24/07  
(Department Head)

Date \_\_\_\_\_

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]

Mayor

Date \_\_\_\_\_

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on 6/4/07 (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy