RC REGIONAL AIRPORT

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CITY OF RAPID CITY TRAVEL REQUEST

LF080107-08

Person requesting travel:	KEVIN LEWIS	DEPARTMENT: Airport
l hereby request permission :	to travel for the following purpose: (Give	specific nature of business and interest of the City
to justify cost involved.) AAA	E - BASICS OF AIRPORT LAW WORKSH	OP.
List all other City Employees	, if any, making the trip for the same purp	ose;
Place of meeting or destinati	on: TYSONS CORNER, VA	
Date of meeting: 09/22/07 Date	ate trip will end: 09/245/07	
Method of transportation req		
Estimated Transportation Co	et	\$ 450.00
Meals: 3 Days @ 36.00		\$ 108.00
Lodging: 3 Nights @ \$199.0	0	\$ 597,00
Other costs - description: Re	egistration:	\$ 650.00
Shuttle/Taxi		<u>\$ 35.00</u>
Total estimated cost of trip		\$1,840.00
Signed	Signed	Date:
(Person requesting t	iravel)	(Department Head)
(Person requesting t Board approved: 7/23/07	iravel)	(Department Head)
Board approved: 7/23/07	travel) exceed \$500, per employee, this section	
Board approved: 7/23/07 When the cost of the trip will In accordance with the provis	exceed \$500, per employee, this section sions of Rapid City ordinances and travel	
Board approved: 7/23/07 When the cost of the trip will In accordance with the provis	exceed \$500, per employee, this section sions of Rapid City ordinances and travel pplication. Maximum cost of trip authoriz	must be signed. regulations, consent is hereby given for travel as ed is \$
Board approved: 7/23/07 When the cost of the trip will In accordance with the provise requested in the foregoing a	exceed \$500, per employee, this section sions of Rapid City ordinances and travel pplication. Maximum cost of trip authoriz Approved:	must be signed. regulations, consent is hereby given for travel as ed is \$ Date yor
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