

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Alan Hanks Department Mayor's Office

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) 74th Annual SDML Conference

Aberdeen, SD

List all other City employees, if any, making the trip for the same purpose: Karen Gundersen Olson, Jim Preston, Pauline Sumption, Connie Ewing, Tracy Davis, Cathy Druckrey, Jason Green, Steve Allender,

Place of meeting or destination: Joel Landeen and Mason Short (Aberdeen, SD)

Date of meeting October 2, 2007 thru October 5, 2007

Date trip to begin October 2, 2007 Date trip will end October 5, 2007

Method of transportation requested private airplane/POV/City Vehicle

Estimated transportation cost Airplane: \$.95 x 303.889 n.m. x 2= \$ 577.39 + \$258.78 (for Hanks/Olson)

Meals 3 x \$5=\$15 4 x \$9=\$36 4 x \$12=\$48 99.00

Lodging 3 days 3 x \$60.00 x 2 (Hanks/Olson) 360.00

Other costs - description Registration
2 x \$50.00=\$100.00 9 x \$75.00=\$675.00 775.00

Total estimated cost of trip \$2,070.17

Other Departments taking care of their own Travel/Hotel/Per Diem

Signed _____ 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: _____ Date _____

Mayor

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

Approved by Common Council on _____ (Date)