

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Malcom Chapman Department Mayor's Office/City 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.) 2008 Annual Congressional City Conference

List all other City employees, if any, making the trip for the same purpose: Bill Okrepkie, Lloyd Lacroix and Tom Johnson

Place of meeting or destination: Washington, D.C.

Date of meeting March 8-12, 2008

Date trip to begin March 7, 2008 Date trip will end March 13, 2008

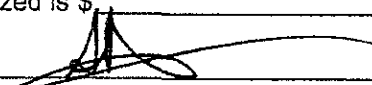
Method of transportation requested commercial airline

Estimated transportation cost	\$	924.00
Meals		873.00
Lodging <u>5</u> days		5,186.76
Other costs - description <u>Registration & Fees</u>		1,680.00
<u>Additional Leadership Classes</u>		1,590.00
Total estimated cost of trip <u>Shuttle</u>	\$	320.00
<u>Leadership Luncheon</u>		195.00
		\$10,768.76

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)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy