

CITY OF RAPID CITY  
TRAVEL REQUEST

LF022708-06

Person requesting travel Travis Brink Department Library

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

Thinking Ahead 2008 Conference

List all other City employees, if any, making the trip for the same purpose: Marjorie Brekke, Sandra McNeely, Stephanie Big Crow

Place of meeting or destination: Salt Lake City, UT

Date of meeting March 13-15, 2008

Date trip to begin March 13, 2008 Date trip will end March 15, 2008

Method of transportation requested Airline

Estimated transportation cost \$ 1,521.56

Meals 432.00

Lodging 2 days 1,049.55

Other costs - description Conference Registration 600.00

Shuttle Services 60.00

Total estimated cost of trip \$ 3,663.11

Signed Aleta Chapman Date 2.19.08 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: [Signature] 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