

CITY OF RAPID CITY TRAVEL REQUEST

LF022708-32

Person requesting travel Loyann Kistler Department Police Department

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

To attend the Cardinal Ticketrak User Conference to better learn and understand the program.

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Crowne Plaza Hotel, Addison, TX

Date of meeting Monday, April 28 through Wednesday, April 30

Date trip to begin Sunday, April 27 Date trip will end Wednesday, April 30

Method of transportation requested airline

Estimated transportation cost	\$	<u>335.00</u>
Meals		<u>125.00</u>
Lodging <u>3</u> days		<u>369.51</u>
Other costs - description <u>Registration Fee</u>		<u>549.00</u>
<u>by February 29</u>		
Total estimated cost of trip	\$	<u>1,378.51</u>

Signed Loyann Kistler Date 2-19-08 [Signature] Date 2-21-08
 (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

2/22/08

Maggie - Please put on 4/1 agenda.
Thanks, Pam