



CITY OF RAPID CITY

Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701-5035

MEMORANDUM

TO: Legal & Finance Committee

FROM: Marcia Elkins, Director
Growth Management Department

DATE: March 12, 2008

RE: Amended Travel Request
American Planning Association-National Planning Conference

Staff requests City Council approval of the amended travel request for Monica Heller, Community Planning Coordinator and Jared Ball, Planner I to attend the American Planning Association National Planning Conference in Las Vegas, Nevada, April 27, 2008 – May 1, 2008. The purpose of the conference is to provide continuing education to the Community Planning and Development Service Center staff.

The original travel request received City Council approval at the March 3, 2008 meeting. The travel request has been amended to reflect the \$100.00 increase in airfare. The amended cost of travel is estimated at \$3,674.00 and includes the following expenses:

\$850.00	transportation costs (\$100 increase)
\$338.00	Meals (4/27/08-5/1/08)
\$736.00	Lodging (two rooms)
\$1,650.00	Registration
<u>\$100.00</u>	Shuttle Fees
\$3,674.00	Total Travel Estimate

Staff Recommendation: Staff recommends approval of the amended travel request for Monica Heller, Community Planning Coordinator and Jared Ball, Planner I to attend the American Planning Association National Planning Conference in Las Vegas, Nevada, April 27, 2008 – May 1, 2008 in an estimated amount of \$3,674.00.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

AMENDED

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Monica Heller Department Growth Management

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

American Planning Association - National Planning Conference

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

Jared Ball

Place of meeting or destination: Las Vegas NV

Date of meeting April 27, 2008 - May 1, 2008

Date trip to begin 4-27-08 Date trip will end 5-1-08

Method of transportation requested air

Estimated transportation cost	\$	<u>850.00</u>
Meals		<u>338.00</u>
Lodging <u>4</u> days		<u>736.00</u>
Other costs - description <u>airport shuttle</u>		<u>100.00</u>
<u>Registration</u>		<u>1,650.00</u>
Total estimated cost of trip	\$	<u>3,674.00</u>

Signed Monica Heller Date March Date 3/7/08
(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