

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Greta Chapman 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.)

SOUTH DAKOTA LIBRARY ASSOCIATION 2008 ANNUAL CONFERENCE

List all other City employees, if any, making the trip for the same purpose: MORGAN SOHL, JENNIFER TALLMAN, JO BLANKLEY, AILSA SNYDER, AMANDA STANFIELD, FOXANN SILBAUGH

Place of meeting or destination: CHAMBERLAIN, SD

Date of meeting 9/24 9/25 + 9/26/08

Date trip to begin 9/24/08 Date trip will end 9/26/08

Method of transportation requested City vehicle & private car

Estimated transportation cost \$ 154.00

Meals 254.00

Lodging 2 days 639.60

Other costs - description Conference Registration 1,320.00

Total estimated cost of trip \$ 2,367.60

Signed Greta Chapman Date 7.18.08
(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: [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