

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Tracy Heitsch Department Civic Center

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

IAAm - Amc (Arena Management Conf.) - Sept 13-16, 2008
Kansas City, MO

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

Place of meeting or destination: Kansas City, MO

Date of meeting Sept 13-16, 08

Date trip to begin Sept 13 Date trip will end Sept 17

Method of transportation requested Air

Estimated transportation cost	\$	<u>404.00</u>
Meals		<u>210.00</u>
Lodging <u>4</u> days		<u>278.00 + Tax</u>
Other costs - description <u>Registration</u>		<u>400.00</u>
<u>Shuttle / Taxi</u>		<u>90.00</u>
Total estimated cost of trip	\$	<u>382.00</u>

Signed Tracy Heitsch Date 7-17-08 (person requesting travel)
Brian Matlock Date 7/17/08 (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 7/24/08
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