

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel: Cameron Humphres

DEPARTMENT: AIRPORT

I hereby request permission to travel for the following purpose: To attend the AAAE National Airports Conference

List all other city Employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Reno, NV

Date of meeting: 6 - 10 September, 2008

Date trip to begin: 5 September 2008

Date trip will end: 11 September 2008

Method of transportation requested: AIR

Estimated Transportation Cost:

\$ 500

Meals:

\$ 432

Lodging : 6 NIGHTS @ \$165/night:

\$ 990

Registration:

\$ 830

Taxi/Shuttle Service/Rental Car:

\$ 500

Total estimated cost of trip:

\$ 3752

\$ 3252

Signed _____

Signed _____

Date: _____

(person requesting travel)

(Department Head)

Board approved: 7/28/2008

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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 employee, Council approval is required.

Approved by Common Council on _____

Date: _____

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