

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF081308-20

Person requesting travel Joel Landeen Department City Attorney's Office

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 2008 Advanced Employment Issues Symposium in Las Vegas, NV September 24-26, 2008

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

Place of meeting or destination: Las Vegas, NV

Date of meeting September 25-26, 2008

Date trip to begin September 24, 2008 Date trip will end September 26, 2008

Method of transportation requested Air

Estimated transportation cost	\$ 500.00 <u>520.00</u>
Meals & Misc.	<u>150.00</u>
Lodging <u>2</u> days	<u>470.00</u>
Other costs - description <u>Registration</u>	<u>849.00</u>

Total estimated cost of trip \$ ~~1969.00~~ 1989.00

Signed Joel Landeen (person requesting travel) Date _____ (Department Head) Date 8-12-08

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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy



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By Fax: Photocopy form,
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REGISTRATION FORM. FOR REGISTRATION ASSISTANCE, CALL 800-274-6774.

Registration Fee \$ _____
(\$849; \$799 for previous AEIS attendees; \$749 before May 31)

Additional Attendees at \$549 \$ _____

Optional Pre-Conference Workshop (\$199; \$179 per person for additional attendees from an organization) \$ _____

Optional Post-Conference Workshop (\$199; \$179 per person for additional attendees from an organization) \$ _____

Both a Pre- and Post- Conference Workshop (\$299 - you save \$100) \$ _____

TOTAL \$ _____

100% Guarantee

If this is not the most informative and cost-effective seminar that you have attended in the last year, we will refund 100% of your registration fee - no questions asked.

Cancellation Policy

- A \$50 processing fee applies to ALL conference cancellations.
- Registrants are responsible for the entire program fee for a cancellation made after 5:00 p.m. three weeks prior to the event (whether or not you attend the program or fail to cancel).
- An alternate may attend in place of the original registrant.

Yes! I want the advanced knowledge needed to safely and effectively manage our workforce in 2008 and beyond. Please reserve my spot at **2008 Advanced Employment Issues Symposium**. My registration includes the two-day conference, breakfast and lunch both days, a certificate of completion, and pages of valuable course materials. If I am dissatisfied I am entitled to a complete refund of my registration fee. I understand that additional registrants from my company can attend for just \$549!

- Caesars Palace, Las Vegas, September 25-26 Hilton Nashville Downtown, October 16-17

Please also register me for the following pre-conference and/or one of the following post-conference workshops, for an additional \$199 (\$179 each per person for additional attendees from an organization).

Pre-Conference (Wednesday afternoon before the main conference)

- Documenting Employee Misconduct Master Class
 How to Conduct Stress-Free Performance Appraisals
 Sidestepping e-Danger Zones:

Post-Conference (Friday afternoon)

- Health & Welfare Benefits Compliance Boot Camp
 What It Takes to Lead: Lessons from the Great Workplaces
 California Employment Law Update (Las Vegas only)

- Check payable to M. Lee Smith Publishers enclosed. Bill me. VISA MasterCard AmEx

Card # _____ Exp. date _____ Signature _____

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Phone _____ Fax _____ E-mail _____

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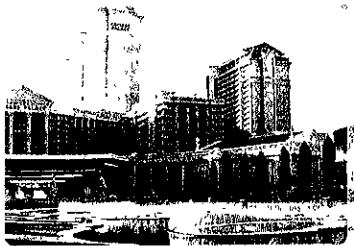
∞ ADVANCED ○ EMPLOYMENT ○ ISSUES ∞ SYMPOSIUM

America's leading employment law conference.



"This is hands down the best conference I have ever attended. The presenters and the material were great. The facilities and staff were superb. Congratulations on a job well done. Thank You!"

*Kandy Ryalls
Dana Classic Fragrances*



Las Vegas, Caesars Palace
September 25-26, 2008



Nashville, Hilton Downtown
October 16-17, 2008

2008 Program Features Sessions on Management's Biggest Challenges

- ▶ Rogue Investigators and Other EEOC Nightmares: Discover Smart Ways to Respond
- ▶ Coping with the FLSA: The New Class-Action Cash Cow for Employees
- ▶ Why the Retaliation Monster Is Stronger Than Ever: Tame the Beast and Protect Your Company from Liability
- ▶ Retain Your A-Players with Secrets of the "100 Best Places to Work"
- ▶ Sex Talk at Work: Has Harassment Subtly Become a Big Problem Again?
- ▶ When Employee Religious Beliefs and Your Workplace Policies Collide
- ▶ HR's Deposition Survival Guide
- ▶ Resolving Employee Disputes Before They Spill Over to the Courtroom
- ▶ Features of a Bulletproof HR Budget: Proven, Real-World Strategies for Getting What You Need
- ▶ Solutions to Employers' Latest Immigration and Visa Compliance Challenges
- ▶ Racial Harassment Complaints in the Workplace on the Upswing, and What HR Must Do
- ▶ Find the Right Work-Life Balance for You and Your Employees

BONUS: 4-part FMLA track delivers targeted sessions on your toughest employee leave obligations.

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