

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel KEITH L'ESPERANCE Department RISK MGMT

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

NATL PUBIC RISK MGMT CONFERENCE (ALSO SCHEDULED TO PRESENT TWO SESSIONS)

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

Place of meeting or destination: DALLAS TX

Date of meeting 5/31/09 - 06/04/09

Date trip to begin 05/30/09 Date trip will end 06/04/09

Method of transportation requested AIR/SHUTTLE

Estimated transportation cost \$ 450.00

Meals 75.00

Lodging 5 days 950.00

Other costs - description REGISTRATION (WILL BE LESS WHEN DETERMINED HOW MANY DAYS PRESENTING) 450.00

Total estimated cost of trip \$ 1925.00

Signed [Signature] 10/01/08 Date
(person requesting travel)

[Signature] Date 10/3/08
(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: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)