

CITY OF RAPID CITY
TRAVEL REQUEST

LF101508-20

Person requesting travel Jeff Richardt Department 003 (Ice)

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

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Albuquerque, New Mexico

Date of meeting Dec - 3 - 6, 2008

Date trip to begin Dec - 2 Date trip will end Dec. 7

Method of transportation requested airline

Estimated transportation cost \$ 500

Meals 216

Lodging 5 days 425

Other costs - description Course 645

Total estimated cost of trip \$ 1781

Signed [Signature] Date 10-8-08
(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: _____ 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



National Recreation and Park Association

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National Executive Development School

December 3 - 6, 2008
Hotel Albuquerque at Old Town



Sponsored by Landscape Structures and New Mexico Recreation and Park Association (NMRPA)



2008 Travel and Lodging and Information Information on and transportation services. Details



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About the School

The National Executive Development School (NEDS) is designed to equip park, recreation and leisure professionals with skills, tools and techniques for the development of leaders and executives.

In its 18th year, NEDS continues to serve park and recreation professionals with innovative leadership, management and professional development workshops, training sessions, and seminars. Comprised of a two-year program and ongoing professional symposium, NEDS addresses the obstacles that professionals face daily in this challenging business environment. After completing the first and second years of the program, attendees are encouraged to return annually for the third year Executive Track.

The Executive Track is designed as a three-day workshop focusing on specific topics that are in the forefront of current industry challenges.

Who Should Attend

NEDS provides targeted learning opportunities specifically for recreation directors, managers and staff, camp directors, special events coordinators, park directors, managers and staff.

Past Participants have said:

"It was the most informative and effective school that I have been to offered in conjunction with NRPA. I am trying to get more people from this side of the country to participate". - R. Steadman Sugg, Project Manager, Recreation Planning and Design, Duke Energy Carolinas

NEDS Program Committee

NEDS would not be possible without the tireless efforts of the program committee.

- Greg Neal, School Chair, ExerPlay, Inc., Santa Fe, New Mexico
Ken Britt, Past School Chair, Living Desert Zoo and Garden State Park, Carlsbad, New Mexico
Sonya Delgado, NMRPA Representative, City of Las Cruces, Las Cruces, New Mexico
Kim Elliott, Executive Track Chair, Roswell Parks and Recreation Department, Roswell, New Mexico
Carmen Garcia, Local Host Co-Chair, Department of Family and Community Services, Albuquerque, New Mexico
Shawn Lyle, Second Year Chair, Farmington Park and Recreation Department, Farmington, New Mexico
DuWayne Ordonez, Local Host Co-Chair, City of Albuquerque Parks and Recreation, Albuquerque, New Mexico
Maureen Snelgrove, First Year Chair, San Bernardino County Regional Parks, San Bernardino, California



\$645
\$440



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Hotel Information

Hotel Albuquerque at Old Town
800 Rio Grande Blvd., NW
Albuquerque, NM 87104

Ph: 505.843.6300
Toll Free: 800.237.2133
Fax: 505.842.8426

A block of sleeping rooms has been reserved for the convenience of NEDS attendees at Hotel Albuquerque at Old Town. The conference rate is \$75 for single and double occupancy, plus a current 12.875% state and local tax. Please refer to "NRPA" to receive the group rate. All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card.

Reservations can be made by calling the hotel directly at 505.843.6300 or 800.237.2133. Cancellations must be made 72 hours before scheduled arrival.

Reservations must be received by November 2, 2008.

Check-in time is 3 p.m.
Check-out time is 12 p.m.

Airline Information

The Albuquerque Airport (ABQ) is approximately 10-15 minutes to the Hotel Albuquerque at Old Town. Please refer to the NRPA ID Code listed below to receive a special discount with American Airlines. In order to receive the discount, you must call the airline directly.

American Airlines: 800.433.1790
NRPA ID Code: A95D7AC

Car Rental

Refer to the NRPA ID Codes listed below and receive a special discount with Avis. To take advantage of this offer, please call the car company directly.

Avis: 800.331.1600
NRPA ID Code: J627447

Taxi and Shuttle Service

Taxi service to the Albuquerque Hotel at Old Town averages \$20 one-way. There are two shuttle service companies available for NEDS attendees. Please contact the shuttle companies directly for rates, schedule, and reservations.

Albuquerque Airport Shuttle: 505.765.1234

Sunport Shuttle: 505.883.4966, 866.505.4966

For more information on taxis and shuttles, please visit <http://www.cabq.gov/airport/transportation.html>.

