

CITY OF RAPID CITY
TRAVEL REQUEST

LF101508-21

Person requesting travel Mike Schad Department City Attorney

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

Attend the Government Civil Practice
Course

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

Place of meeting or destination: Savannah, Georgia

Date of meeting December 7-11, 2008

Date trip to begin December 6, 2008 Date trip will end December 11, 2008

Method of transportation requested air

Estimated transportation cost \$ 810

Meals 210

Lodging 5 days 1000

Other costs—description Registration 665

Misc. 50

Total estimated cost of trip \$ 2735

Signed Michael Schad 10/3/08 Date John Date 10-3-08
(person requesting travel) (Department Head)

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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on _____ (Date)

White copy—Mayor

Yellow copy—Finance

Gold copy—Department copy

COURSE APPLICATION

Check if applicable

- I wish to attend *Government Civil Practice*. \$ 665.00
- This application follows that of another person from my office who is paying full tuition; discount \$50..... \$ 615.00
- This application is being submitted within 10 days of the course start..... \$ 60.00
- By attending this course, I am eligible to join the NCDA Alumni Association. Sign me up and send me the current issue of the *Practical Prosecutor*..... \$ 15.00

Please Print Clearly

Attendee _____ Title _____

Office/County _____

Email _____ Phone(____) _____ Fax(____) _____

Address _____

City _____ State _____ Zip+4 _____

Payment: Check to NCDA Voucher/P.O.# _____ VISA MasterCard

Card # _____ Expiration _____ Cardholder Signature _____

For information - Call NCDA Registrar at 803/705-5096
Fax: 803/705-5099 (PLEASE **DO NOT** FAX COVER PHOTO)
Or visit our website: www.ndaa.org, click on NCDA



*****AUTO**ALL FOR AADC 570

2882 0 C GCP M1 T17 P1

JOEL P. LANDEEN

CITY OF RAPID CITY

300 6TH ST

RAPID CITY SD 57701-5034

NONPROFIT ORG.
U.S. POSTAGE
PAID
COLUMBIA, SC
PERMIT 909

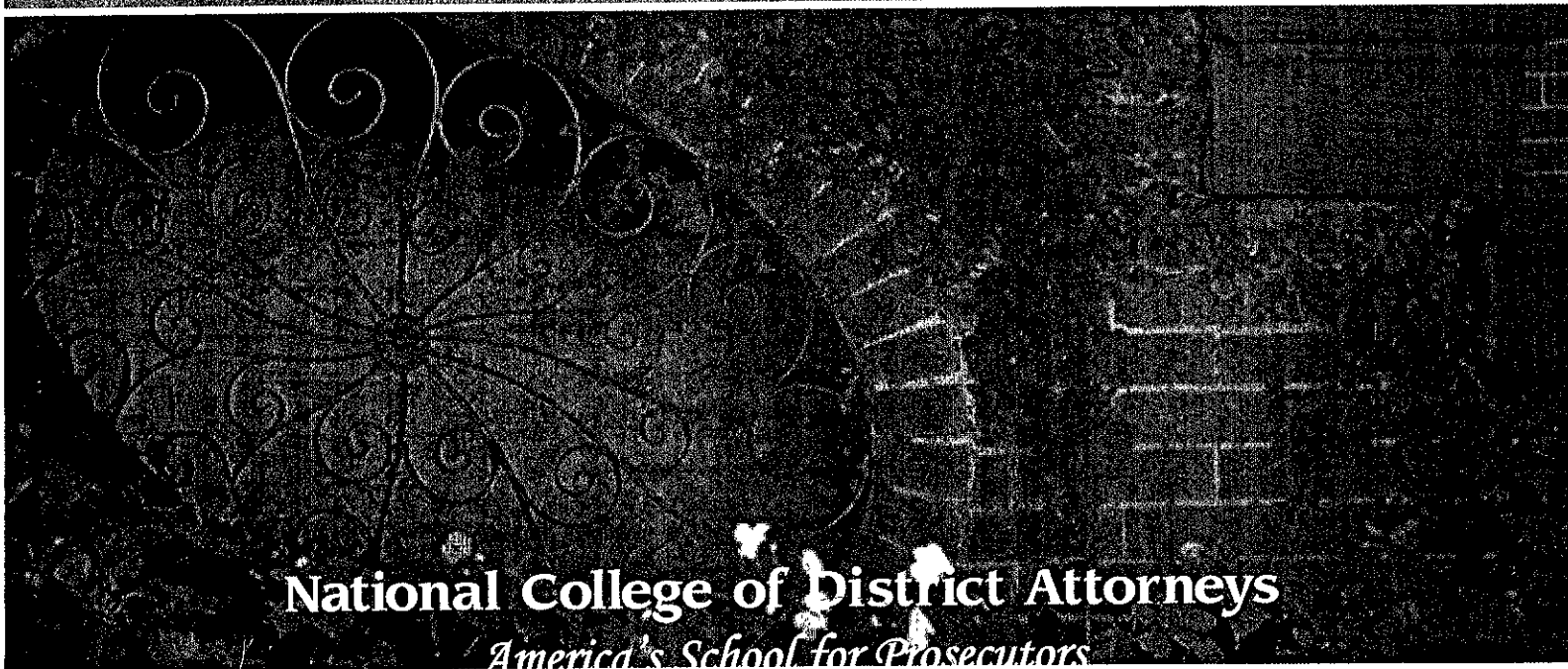
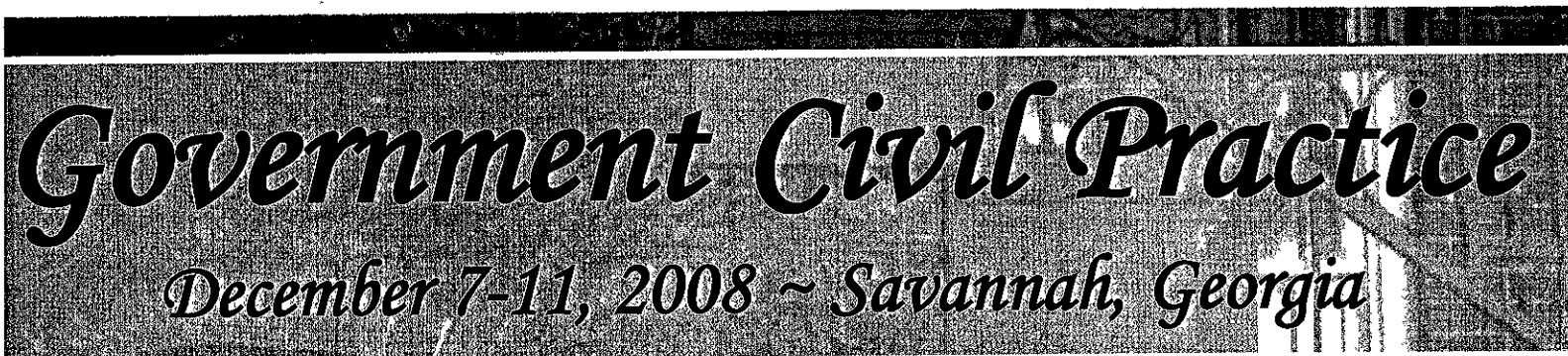
National College of District Attorneys

University of South Carolina
1600 Hampton Street, Suite 414
Columbia, South Carolina 29208

Government Civil Practice

December 7-11, 2008

Savannah, Georgia



National College of District Attorneys

America's School for Prosecutors

Government Civil Practice

December 7-11, 2008 ~ Savannah, Georgia

As a government or contract attorney representing a state, county, municipal or local government office, you are confronted on a daily basis with issues of government liability. The *Government Civil Practice* course will provide you with an overview of some of the most common issues you encounter, strategic tips to help you favorably resolve these issues, and the current status of the law. You will have the opportunity to learn from seasoned faculty and your colleagues from across the country.

Included in the program are topics such as:

- Discovery and Depositions
- Defending Deadly and Excessive Force Cases
- Regulatory Takings and Eminent Domain
- ADR and Negotiations
- Section 1983 Litigation
- Absolute and Qualified Immunity
- Ethics and Professionalism
- The FMLA, FLSA and ADA
- Jail and Prison Litigation
- Drafting and Defending Ordinances
- Evidentiary Issues



Y'all come to Savannah! Hollywood considers Savannah an instant set, with the beautiful scenic views and the unique historic district. Take this opportunity to see what the city has to offer you! Whether you're interested in the partaking of southern cuisine, experiencing the rich history of the city through themed tours, or visiting River Street and checking out the shops, restaurants and view of the Savannah River, there is sure to be something for you to do in your free time in this historic city.

Course Information

Eligibility

Government Civil Practice is open to all government attorneys employed by municipal, county, or state governmental units and to attorneys in private practice who regularly advise and/or represent these entities in civil practice. The College may require proof of eligibility to attend its courses.

Course Tuition

The course fee is \$665, which includes admission and course materials. The first attendee from an office pays full tuition. Each additional attendee from the same office will receive a \$50 discount for this course. The College adheres to a policy of non-discrimination in admissions, scholarship awards and administration.

Cancellation and Refund Policy

Full refunds will be made for cancellations received by 5:00 pm, ten (10) business days prior to the beginning of the course. Refunds, less \$60 for administrative fees, will be made for cancellations received after this date for all courses.

Late Registration Fee

If you do not register at least 10 days prior to the start of the course, you will be charged a late registration fee of \$60 in addition to regular tuition. This fee also applies to walk-in registrants.

Course Schedule

Registration begins Sunday, December 7. Classes begin that day and end on Thursday, December 11, around noon.

Accommodations

The course will be held at the **Hyatt Regency Savannah**. The group rate is \$169 single/double occupancy per night. To secure this group rate, make reservations by **November 10, 2008** by calling the hotel at 800-233-1234 or by calling CEM Travel Services at 800-247-8785; a first night's deposit is required.

Travel Services

NCDA's Travel Agency, CEM Travel Services, can take care of all of your travel needs. Call them at 800-247-8785 (Monday - Friday; 9 am - 6 pm Central) for airfare and rental car reservations. United Airlines is offering a special rate for this course - refer to code 563WD if you prefer to make your own airline reservation! Hertz offers special discounts for car rentals - refer to NCDA Corporate Discount Number 1572962. AVIS also offers special discounts for car rentals - refer to Avis Worldwide Discount (AWD) Number D150036.