

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Greta Chapman Department Library

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

ALA Midwinter Conference

List all other City employees, if any, making the trip for the same purpose: Sandra McNulty, Jim Olsen, Sean Minkel

Place of meeting or destination: Denver, CO

Date of meeting January 23rd, 2009

Date trip to begin January 23rd, 2009 Date trip will end January 23rd, 2009

Method of transportation requested Flight

Estimated transportation cost \$ 1,200

Meals 0 days 0

Lodging 0 days 0

Other costs - description Registration (299 x 4) 1,196

Total estimated cost of trip \$ 2,510

Signed Greta Chapman Date 12.23.08
(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