

**CITY OF RAPID CITY  
TRAVEL REQUEST**

LF011409-01

Karen Gundersen Olson

Person requesting travel Sam Kooiker, Lloyd LaCroix

Department City Council

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

SDML Municipal Government Day

List all other City employees, if any, making the trip for the same purpose: Tracy Davis, Robert Ellis, Connie Ewing, Jason Green, Joel Landeen, Jim Preston & Pauline Sumption

Place of meeting or destination: Pierre, SD

Date of meeting February 3 & 4, 2009

Date trip to begin 02-03-09

Date trip will end 02-04-09

Method of transportation requested Car

Estimated transportation cost

\$ 388.50

Meals

62.00

Lodging 1 days per person

300.00

Other costs – description Registration @ \$30.00 per person for all city employees attending.

300.00 \*\* See note

Total estimated cost of trip

\$ ~~XXXXXXX~~ 1050.50

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

(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

**From:** Rippentrop Kay  
**Sent:** Wednesday, January 14, 2009 7:55 AM  
**To:** Preston Jim; Hanks Alan  
**Subject:** RE: Municipal League trip

*Mayor & Jim – please review and let me know if it is ok to send as it is on the LF agenda today. Kay*

*Sam – if you look at the travel request for the Mayor/ Council Office – it includes the registration fee for all attendees – that amount is NOT paid for from the Mayor/ Council budget – only the 3 Aldermen --\$30 each-or \$90 - the rest will be charged out to the individual departments attending – this way one registration check is cut to the League and it doesn't get doubled up.*

*The 3 aldermen (Olson, LaCroix, Kooiker) are staying one night in Pierre plus transportation costs for the 3 Aldermen – dinner and lunch are included in the registration fee. The thing to remember is that this is only an estimated amount and in fact, the travel request form states “estimated cost” – it cannot go over the estimated amount without coming back to Council if the total for everyone attending is more than \$1500. The hotel costs may come in lower for whatever reason or perhaps someone decides not to charge for transportation, those things can make a difference in the actual cost of the trip. We have to include transportation costs individually for Council members as normally they do not take a city vehicle as Finance or some other department may and since most Aldermen's schedules are different, they normally choose to travel separately.*

*I will however check with Katie to see why she included a meal cost for \$62 on the one for the Council and think that can be lowered as we should only be paying for breakfast for the three aldermen attending.*

*As to costs for the others, I can't answer that and will defer to Mr. Preston.*

**From:** Sam Kooiker [mailto:skooiker@rapidnet.com]  
**Sent:** Wednesday, January 14, 2009 6:41 AM  
**To:** Rippentrop Kay; Preston Jim  
**Subject:** Municipal League trip

Kay/Jim,

On today's Legal and Finance agenda there are three items regarding the February 3-4 Trip to Pierre that don't seem to add up right. If all the trips involve overnight travel why is there such a difference in the three items?

- Item 2 (\$1050.50 for three people)
- Item 15 (\$420 for 4 people)
- 32 (\$365 for 2 people).

Would you be willing to look into this? Just a heads up since I will be asking about this at the meeting today.

Sam