

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Karen Gundersen Olson 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.)

National League of Cities Green Cities Conference & Expo. in Portland, OR

List all other City employees, if any, making the trip for the same purpose: Patti Martinson, Aaron Costello, Robert Ellis add Marcia Elkins

Place of meeting or destination: Portland, OR

Date of meeting April 18 - 22, 2009

Date trip to begin April 17, 2009 Date trip will end April 22, 2009

Method of transportation requested Air

Estimated transportation cost	\$	<u>1,856.00</u>
Meals		<u>720.00</u>
Lodging _____ days		<u>3,600.00</u>
Other costs - description <u>Registration & Shuttle</u>		<u>1,400.00</u>
Total estimated cost of trip		\$ <u><u>7,576.00</u></u>

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