

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Cameron Humphres Department Airport

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 AAAE Conference in Philadelphia, PA

List all other City employees, if any, making the trip for the same purpose: _____
Jennifer Eckman, Jerry Mitchell (Board Member)

Place of meeting or destination: Philadelphia, PA

Date of meeting June 14-17, 2009

Date trip to begin June 13, 2009 Date trip will end June 18, 2009

Method of transportation requested Air

Estimated transportation cost	\$	<u>1177.20</u>
Meals		<u>624.00</u>
Lodging <u>5</u> days		<u>3507.84</u>
Other costs - description <u>Registration</u>		<u>2115.00</u>
<u>Rental Car & Parking</u>		<u>598.41</u>
Total estimated cost of trip	\$	<u>8022.45</u>

Signed _____ Date  Date 7 APR 09
(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