

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Jason Green 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 IMLA Conf. in Miami, Fl. 10/17-22/09

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

Place of meeting or destination: miami, fl.

Date of meeting 10/18/09 - 10/21/09

Date trip to begin 10/17/09 Date trip will end 10/22/09

Method of transportation requested air

Estimated transportation cost \$ 475.00 550.00

Meals 210.00

Lodging 5 days 875.00

Other costs - description taxi, luggage & misc. 240.00

Registration 825.00

Total estimated cost of trip \$ ~~2500.00~~ 2700.00

Signed \_\_\_\_\_ 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



# IMLA's 74<sup>th</sup> Annual Conference

Hilton Miami Downtown and Marriott Miami Biscayne Bay (Joined Hotels)  
Miami, Florida • October 18 - 21, 2009

## REGISTRATION INFORMATION

Check here if you are a new member or first time conference attendee

Name \_\_\_\_\_

Badge Name \_\_\_\_\_

Title \_\_\_\_\_

Local Government Entity or firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Guest Name: \_\_\_\_\_  
only if registering

Guest Badge Name: \_\_\_\_\_

Luncheon Ticket(s) \_\_\_\_\_ (\$75.00 each)  
only guest need to purchase please check date(s)  Monday  Tuesday

CLE Credits, Bar No. \_\_\_\_\_

Please specify state(s) \_\_\_\_\_

### NEW - HARD COPY POLICY\*

Registration fees include flash drive of speakers materials. These materials will also be available for conference registrants from IMLA's web site one to two weeks prior to the meeting. If you require paper copies of speaker materials you must add an additional \$120 to your registration fee and check here.

### INSTITUTE FOR LOCAL GOVERNMENT LAWYERS (ILGL)

New local government attorneys or more senior attorneys looking for a refresher may attend the ILGL for an additional fee. Please check here to register.  Cost \$100. For more information go to IMLA web site for details.

**Registration Fee includes:** Admission to all sessions, conference materials and all IMLA social functions (not applicable to guest).

**Guest Fees Include:** Attendance at the social events.

**IMLA Cancellation / Refund Policy:** Cancellation must be received in writing by **September 1, 2009** to qualify for a refund. All cancellations are subject to a \$50 (\$25 guest) administrative processing fee. After September 1, 2009, those not attending will receive the event materials in full consideration of registration fees paid. Replacements are always welcome. All refunds will be remitted 90 days after the event. Send all cancellations in writing to IMLA Event Department.

## REGISTRATION FEES

**TO RECEIVE AN ADDITIONAL \$50 DISCOUNT - REGISTER ONLINE**  
at [www.imla.org](http://www.imla.org) click on **MyIMLA**. (Not applicable to Guest Rates)

Registration Type	Super Saver Rate Ends 5/29/09	Early Bird Rate Ends 7/15/09	Regular Rate Ends 09/01/09	Additional Fee for Papers in Packets* After 09/01/09
First Member	\$550	\$625	\$700	\$825 \$120
Additional Member	\$500	\$575	\$650	\$775 \$120
3 or More	\$450	\$525	\$600	\$750 \$120
Non-Member	\$1,322	\$1,374	\$1,500	\$1,600 \$120
Judicial	\$355	\$355	\$355	\$355 \$120
Guest/Spouse	\$125	\$125	\$150	\$200 n/a

**To Register:** Register on-line at [www.imla.org](http://www.imla.org) MyIMLA for an additional \$50 Discount or receive the above rates by sending a copy of form & payment to: International Municipal Lawyers Association, 7910 Woodmont Avenue, Suite 1440, Bethesda, Maryland 20814, Phone 202.466.5424, Fax 202 785.0152 or E-mail: [info@imla.org](mailto:info@imla.org).

## REGISTRATION INFORMATION:

Make all checks payable to the International Municipal Lawyers Association

Bill Me  Visa  Master Card  
 Check Enclosed (U.S. currency only)

**Payment Must be Received by Rate End Date or Next Rate Will Apply.**

Amount \$ \_\_\_\_\_

Name: \_\_\_\_\_

Account \_\_\_\_\_

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

To help defray attrition expenses from the contracted conference hotel, an additional \$100 will be added to your registration fees if you do not stay at the Conference hotel (daily/drive in registrants excluded)