

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF093009-06

Person requesting travel Tim Behlings Department Fire 0202

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

International Code Council - Code Development and Educational Hearings

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

Place of meeting or destination: Baltimore, MD

Date of meeting 10/28/09-11/3/09

Date trip to begin 10/27/09 Date trip will end 11/4/09

Method of transportation requested Airline

Estimated transportation cost	\$	<u>560.00</u>
Meals		<u>324.00</u>
Lodging <u>8</u> days		<u>1600.00</u>
Other costs - description <u>Registration</u>		<u>810.00</u>
<u>Airport Shuttle</u>		<u>23.00</u>
Total estimated cost of trip	\$	<u>3317.00</u>

Signed _____ Date M. Kelly Date 9/16/09
(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

RCFD Request for Course Attendance & for Travel / Expenses

Name: Timothy D. Behlings Today's Date: 09/14/09

Full Course / Event Name: International Code Council, Code Development and Educational Hearings

Event Dates: 10/28-11/3 Travel Dates: Date Leaving 10/27/09 Time Leaving 6:00 am
Date Returning 11/04/09 Time in RC 12:00 pm

Event Location: City: Baltimore Maryland Facility: Baltimore Convention Center

Reasons for Requesting Course Personal / Professional Development Reason if listed as Other: _____

Other Department Employees that are going with me are: _____

I am Requesting:

On Duty Time: Dates & Times 10/27-30/09 & 11/1-4/09 0730-1600
 Overtime Pay for _____ Hours: Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)

Registration Payment: I will have them bill the Department

Registration / Tuition Cost \$ 810.00

Organization paying for Registration other then RCFD _____

Transportation Expenses:

I request a Department Vehicle. I prefer to take _____ Estimated Fuel Cost \$ _____
 I need to rent a car for _____ days at an approximate cost of \$ _____ per day.
 I am using my Personal Vehicle but require fuel reimbursement. Estimated fuel cost: \$ _____
 I am requesting Airline Travel.
 I have arranged my own flight/travel arrangements. Total Cost is \$ 560.00
Name of Airline: _____
Date and time of arrival: _____
Date and time of departure: _____
Attach copy of Itinerary

I am requesting the Administrative Assistant arranged my flight/travel. Estimated Cost is \$ _____
Preferred Airline (Dependent on price & travel requirements): _____
Required arrival Date: _____ Time: _____
Date and time of departure: _____

Lodging:

I don't need lodging.
 I will need lodging arrangements. Total cost is \$ 1,600.00 Lodging arrangement made by I will arrange my own lodging
Check in date: 10/27/09
Check out date: 11/04/09
Preferred Hotel: Name: Sharon Inner Harbor Hotel
Address: 300 South Charles Street
Phone number: (410) 962-8300

Meals:

I will need meal reimbursement
 I will not need funding for meals
 I will be attending the NFA and will need a check for \$ _____
 The following number of meals are included with the Conference/ Course
Breakfast 8 Lunch 8 Supper 8

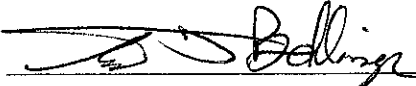
Other Expenses:

I have other expenses. They are: Airport Shuttle \$23.00

I am aware that I will need to submit copies of conference/course information and travel arrangements with this application.

I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return.

Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)

Employee Signature: 

B/C or Division Chief - Approved: Denied: B/C or Div. Chief Signature: _____

Education Asst. Chief - Approved: Denied: Ed. Asst. Chief Signature: 

BC/Division Chief/Education Chief - Reason For Denial _____



People Helping People Build a Safer World™

2009 International Code Council Annual Conference and Code Development Hearings

Code Development Hearings:
October 24–31 and
November 4–11
Hilton Baltimore

New Split
Schedule!

Annual Conference: November 1–4
Baltimore Convention Center,
Baltimore, Maryland



Register by
September 1
and SAVE!

REGISTRATION GUIDE

Get Involved | Be Heard | Register Today! www.iccsafe.org/conference



- Event Schedule
- Education Program
- Lodging Information
- Registration Forms



Registration Delegate

2009 Annual Conference and Code Development Hearings
Hearings: October 24-31 and November 4-11
Hilton Baltimore
Conference: November 1-4
Baltimore Convention Center

FIRST NAME AND M.I. _____ LAST NAME/SURNAME _____

JOB TITLE _____

JURISDICTION/ORGANIZATION _____

MAILING ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

COUNTRY _____ E-MAIL (MUST PROVIDE TO RECEIVE CONFIRMATION) _____

PHONE (SPECIFY COUNTRY AND CITY CODE IF OUTSIDE THE U.S.) _____ FAX (SPECIFY COUNTRY AND CITY CODE IF OUTSIDE THE U.S.) _____

Are you an ICC Member? NO YES, my ICC Membership Number is: _____ Check here if this is your first ICC Conference.

Type of Registration	ICC Member	Nonmember	ICC Member	Nonmember
	BEFORE SEPTEMBER 1		AFTER SEPTEMBER 1	
<input type="checkbox"/> Full Conference Registration (includes all business, education and social functions)	\$495*	\$625*	\$560*	\$685*
<input type="checkbox"/> Code Development Hearings only (Registration is required to verify voting status)	FREE Registration		FREE Registration	
<input type="checkbox"/> One-Day Education <input type="checkbox"/> Monday, November 2 <input type="checkbox"/> Tuesday, November 3	\$125	\$160	\$160	\$190
<input type="checkbox"/> Golf Tournament (per person)** Handicap _____	\$75	\$75	\$125	\$125
<input type="checkbox"/> Golf Club Rental** <input type="checkbox"/> Men's <input type="checkbox"/> Women's <input type="checkbox"/> Left <input type="checkbox"/> Right	\$25	\$25	\$25	\$25
				TOTAL \$ _____

All fees are in U.S. dollars.



Payment Options:

BILL ME (ICC MEMBERS ONLY)

CHECK (PAYABLE TO ICC)

VISA MASTERCARD

AMERICAN EXPRESS

SIGNATURE _____

CREDIT CARD NUMBER _____ EXP. DATE _____

The Code Council reserves the right to photograph or videotape events for promotional purposes. Your registration serves as permission for ICC to copyright, publish and use your likeness in print, online or in other media. If you do not wish to be photographed or videotaped, please tell the camera operator.

Cancellation Policy: All cancellation requests must be received in writing. Cancellations received prior to September 1 will receive a full refund. Requests received between September 2-October 5 will be refunded, less a \$50 administrative charge. Cancellations received after October 5 will not be eligible for a refund.

*Take \$10 off when you register online

**Payment is required with registration.

TO ATTEND EDUCATION SESSIONS, PLEASE COMPLETE THE EDUCATION PROGRAM FORM ON REVERSE.

Save \$10 When You Register Online

Register online: www.iccsafe.org/conference

Fax to: (703) 799-2307

Mail to: 2009 ICC Annual Conference
International Code Council
4051 W. Flossmoor Road
Country Club Hills, IL 60478

Phone registrations are not accepted.
Please do not fax AND mail your registration.

Lodging information available online.

If you have any questions please call
1-888-ICC-SAFE x4226 or x4229

LODGING AND TRANSPORTATION/ ABOUT BALTIMORE

LODGING

Choose from a variety of participating hotels, then register online at www.iccsafe.org/conference. ICC rates are available through September 25. Government rates are also available while supplies last.

THE HILTON BALTIMORE, 401 West Pratt Street, 443-973-8700

Situated in Baltimore's scenic Inner Harbor opposite Oriole Park at Camden Yards. Linked by covered pedestrian bridge to the Baltimore Convention Center. ICC rate: \$195 per night, self parking: \$26 per day.

MARRIOTT INNER HARBOR AT CAMDEN YARDS, 110 East Eutaw Street, 410-962-0202

Conveniently located in the heart of Baltimore, a short walk to Baltimore's Inner Harbor and one block from the Baltimore Convention Center. ICC rate: \$189 per night, self parking: \$24 per day.

SHERATON INNER HARBOR HOTEL, 300 South Charles Street, 410-962-8300

Connected to the Convention Center and a brief walk from the Inner Harbor and Oriole Park at Camden Yards. ICC rate: \$190 per night, self parking: \$24 per day.

SHERATON BALTIMORE CITY CENTER HOTEL, 101 West Fayette Street, 410-752-1100

Located across from the 1st Mariner Arena, and only two and a half blocks from the Baltimore Convention Center and three blocks from the Inner Harbor. ICC rate: \$177 per night, self parking: \$24 per day.

RENAISSANCE HARBORPLACE BALTIMORE HOTEL, 202 East Pratt Street, 410-547-1200

A distinctive design featuring modern urban sophistication situated just steps from the area's most unique sights and attractions. ICC rate: \$189 per night, self parking: \$26 per day.

TRANSPORTATION

Shuttle service is available from SuperShuttle to and from the Baltimore International Airport at a discounted rate of \$11.50 each way. Please visit www.supershuttle.com to reserve your round-trip shuttle service. Use Group/Discount Code XTL4X to secure the ICC rate.

ABOUT BALTIMORE

A city of surprises and unique experiences, Baltimore is the charm of the Mid-Atlantic. Best known for its bustling Inner Harbor and many waterfront attractions, Baltimore is also rich in cultural heritage rooted firmly in its diverse neighborhoods, with a variety of arts, theater, history and culture appealing to a wide range of visitors. Whether you travel by water taxi, bus, car—or even on foot, you'll find Baltimore an easy city to enjoy.

Most travelers begin their journey at the state-of-the art Baltimore Visitor Center at the Inner Harbor. With the harbor's spectacular waterfront vista as a backdrop, guests can gather information about accommodations, shopping destinations, dining options and myriad cultural and recreational activities. Then it's off to explore all our city has to offer: family-oriented attractions and sporting events around the Inner Harbor, distinguished collections of fine museums, a wide array of live theatrical performances, numerous sites of historical interest, and charming neighborhoods, each with its own proud ethnic heritage and culinary traditions.

From the cultural mecca of Mt. Vernon to the kitchens of Greektown and Little Italy, and from the cobblestone streets of Fell's Point to the view atop Federal Hill, Baltimore offers many unique and unforgettable experiences.



Book your
hotel online
[www.iccsafe.org/
conference](http://www.iccsafe.org/conference)

SCHEDULE OF EVENTS (TENTATIVE)

FRIDAY, OCTOBER 23

3 pm–6 pm Registration

SATURDAY, OCTOBER 24

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

SUNDAY, OCTOBER 25

9:30 am–5 pm Registration/Bookstore
10 am–8 pm Code Development Hearings
Tracks 1 & 2

MONDAY, OCTOBER 26

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

TUESDAY, OCTOBER 27

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

WEDNESDAY, OCTOBER 28

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

THURSDAY, OCTOBER 29

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

FRIDAY, OCTOBER 30

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

SATURDAY, OCTOBER 31

7:30 am–5 pm Registration/Bookstore
8 am–5 pm ICC Board of Directors Meeting
8 am–8 pm Code Development Hearings
Tracks 1 & 2
6 pm–11 pm Maryland Building Officials and the
Chapters of ICC Region VII
Hospitality Event

SUNDAY, NOVEMBER 1

7:30 am–3 pm Annual Golf Tournament
8 am–4 pm 6th Annual Bob Fowler
Motorcycle Ride
8 am–5 pm IAS Board of Directors Meeting
(invitation only)
8 am–5 pm ICC-ES Board of Directors Meeting
9:30 am–6 pm Registration/Bookstore
5 pm–8 pm Expo/Welcoming Reception

MONDAY, NOVEMBER 2

7 am–8:15 am Chapter Presidents' Breakfast
7 am–6 pm Registration/Bookstore
8:30 am–10 am Opening Session
10 am–11:30 am Candidates' Forum
11:45 am–1 pm Foundation Luncheon
1 pm–5 pm Expo
1:15 pm–3:15 pm Legislative Forum
1:15 pm–4:15 pm Education Sessions

1:15 pm–5:15 pm

IAS Building Department
Lead Evaluator Training*
Major Jurisdictions Meeting
ICC Regional Meetings
The host State of Maryland and the
Chapters of ICC Region VII
Hospitality Event

3:30 pm–5 pm

4:30 pm–5:30 pm

7 pm–11 pm

TUESDAY, NOVEMBER 3

7 am–5 pm Registration/Bookstore
8 am–11 am Annual Business Meeting
9 am–4 pm Companion Tours
11:30 am–1 pm Cracker Barrel Luncheon
1 pm–6:30 pm Expo
1:15 pm–4:15 pm Education Sessions
1:15 pm–5:15 pm IAS Building Department
Lead Evaluator Training*

4:30 pm–6 pm

4:30 pm–6:30 pm

Delegate Photos
Expo Reception

WEDNESDAY, NOVEMBER 4

7 am–5 pm Registration/Bookstore
8 am–11 am Companion Program
8 am–Noon ICC-ES Advisory Committee
8 am–4 pm IAS Building Department Lead
Evaluator Training*

8 am–5 pm

8 am–5 pm

Certification/Testing
Code Development Hearings
Tracks 1 & 2

11:30 am–1 pm

6:30 pm–7 pm

7 pm–10 pm

Awards Luncheon
Reception
Annual Banquet

THURSDAY, NOVEMBER 5

7:30 am–5 pm Registration/Bookstore
8 am–5 pm Certification/Testing
8 am–8 pm Code Development Hearings
Tracks 1 & 2

FRIDAY, NOVEMBER 6

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

SATURDAY, NOVEMBER 7

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

SUNDAY, NOVEMBER 8

9:30 am–5 pm Registration/Bookstore
10 am–8 pm Code Development Hearings
Tracks 1 & 2

MONDAY, NOVEMBER 9

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings
Tracks 1 & 2

TUESDAY, NOVEMBER 10

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings Track 1

WEDNESDAY, NOVEMBER 11

7:30 am–5 pm Registration/Bookstore
8 am–8 pm Code Development Hearings Track 1

* Pre-registration only