

*Assumes Cameron takes his personal plane and no city vehicle is available for others use

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 2009 Bismarck Airports District Office Fall Seminar

List all other City employees, if any, making the trip for the same purpose: Jennifer Eckman, and one employee or board member

Place of meeting or destination: Bismarck, ND

Date of meeting October 27-28 2009

Date trip to begin October 26, 2009 Date trip will end October 29, 2009

Method of transportation requested Auto/Personal Plane

Estimated transportation cost	\$	<u>842.04*</u>
Meals		<u>432.00</u>
Lodging <u>3</u> days		<u>711.00</u>
Other costs – description <u>Registration</u>		<u>150.00</u>
<u>Misc Expenses</u>		<u>50.00</u>
Total estimated cost of trip	\$	<u>2185.04</u>

Signed *[Signature]* 21 SEP 09 Date *[Signature]* 21 SEP 09 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