



# CITY OF RAPID CITY


Growth Management Department  
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## MEMORANDUM

TO: Marcia Elkins, Growth Manager Director

FROM: Andrea Wolff, Administrative Secretary Growth Management Department 

DATE: September 28, 2009

RE: Travel Expenses – In-House Interviews Planner Position

Estimated travel expense for the Growth Management Department Planner I or II, in-house interviews is \$1,616. Costs are cumulative for the three (3) candidates being interviewed.

Broken out the estimate expenses are as follows:

Ali DeMersseman	
Airline.....	\$340.40
Taxi/Shuttle.....	\$10.00
Subtotal .....	<u>\$350.40</u>
James Flaaen	
Airline.....	\$675.00
Hotel (2-nights) .....	\$140.00
Taxi/Shuttle.....	\$0.00
Subtotal .....	<u>\$815.00</u>
Raymond Winn	
Airline.....	\$350.00
Hotel (1-night) .....	\$70.00
Taxi/Shuttle.....	\$30.00
Subtotal .....	<u>\$450.00</u>
Estimated Total.....	<u>\$1,615.40</u>

