

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Malcom Chapman Department City Council

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

NLC 2009 Congress of Cities & Exposition

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

Place of meeting or destination: San Antonio, TX

Date of meeting November 10, 2009 - November 14, 2009

Date trip to begin 11-10-09 Date trip will end 11-15-09

Method of transportation requested Air

Estimated transportation cost	\$ <u>400.00</u>
Meals	<u>216.00</u>
Lodging <u>5</u> days	<u>1,325.00</u>
Other costs - description <u>Taxi, Checked Luggage Fee,</u>	<u>895.00</u>
<u>Lunchon, and 1 full day of training</u>	
Total estimated cost of trip	\$ <u>2,836.00</u>

Signed \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
(person requesting travel) (Department Head)

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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

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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