

CITY OF RAPID CITY
TRAVEL REQUEST

LF032801-01

Person requesting travel: BRADLEY A. HAGEN DEPARTMENT: 0850 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.) TRAVEL TO NEW ORLEANS, LA, 73RD ANNUAL AAAE CONFERENCE & EXPOSITION
List all other City Employees, if any, making the trip for the same purpose: TORRANCE A. RICHARDSON, OPERATIONS OFFICER; WILBUR BLUNDELL, JERRY MITCHELL, AIRPORT BOARD MEMBERS
Place of meeting or destination: NEW ORLEANS, LA

Date of meeting: <u>5/20/01</u>	
Date trip to begin: <u>5/19/01</u>	Date trip will end: <u>5/23/01</u>
Estimated Transportation Cost: Air <u>\$596.00 X 4</u>	\$ 2384.00
Meals: <u>5 DAYS @ \$33.00 x 4 - OUT OF STATE RATE</u>	\$ 680.00
Lodging: <u>\$217 per night x 5 x 4</u>	\$ 5175.00
Other costs - description: <u>CAR RENTAL</u>	\$ 400.00
<u>REGISTRATION: \$630 X 2 = 1260.00 & \$765.00 X 2 = \$1530.00</u>	\$ 2790.00
Total estimated cost of trip	\$11,409.00

Signed Bradley A. Hagen (person requesting travel) Signed Bradley A. Hagen Date: 3/12/01
(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: [Signature] Date: 3/12/01
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on _____ Date: _____

White copy - Mayor Yellow copy - Finance Gold copy - Department copy

Board approved 3/12/01