

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel ADAM ALTMAN Department CITY ATTORNEY

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 IMLA's 66th CONFERENCE

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

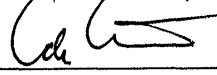

Place of meeting or destination: NEW ORLEANS, LOUISIANA

Date of meeting SEPTEMBER 9 THRU SEPTEMBER 12

Date trip to begin SEPTEMBER 8, 2001 Date trip will end SEPTEMBER 12, 2001

Method of transportation requested AIR

Estimated transportation cost	\$	<u>575.00</u>
Meals \$33.00 TIMES 5 DAYS		<u>165.00</u>
Lodging <u>5X \$202</u> days		<u>1,010.00</u>
Other costs - description <u>SEMINAR</u>		<u>515.00</u>
<u>TAXI, ETC</u>		<u>150.00</u>
Total estimated cost of trip	\$	<u>2,415.00</u>

Signed  8-7-01 Date  Date 8/7/01
 (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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

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