

CITY OF RAPID CITY  
TRAVEL REQUEST

LF043003-04

Person requesting travel Greta Chapman Department RCP Library

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

American Library Annual Conference this year in conjunction with Canadian Library Association in Toronto, CA

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

Place of meeting or destination: Toronto, Canada

Date of meeting June 19-25, 2003

Date trip to begin June 18 Date trip will end June 25

Method of transportation requested Plane

Estimated transportation cost \$ 370.00

Meals 264.00

Lodging 7 days 1,603.00

Other costs - description Workshop 150.00

Total estimated cost of trip \$ 2,387 / 1,632

Signed Greta Chapman Date 4.18.03  
(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

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Renee J. Panzio Department Library

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

American Library Annual Conference, this year in conjunction with Canadian Library Association in Toronto, CA

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

Place of meeting or destination: Toronto, CA

Date of meeting June 19-25, 2003

Date trip to begin June 21, 2003 Date trip will end June 25, 2003

Method of transportation requested \_\_\_\_\_

Estimated transportation cost \$ 384

Meals 165

Lodging 4 days 1,025

Other costs - description Registration 125

Total estimated cost of trip \$ 1,699 / 1,171

Signed Renee J. Panzio Date \_\_\_\_\_ (person requesting travel) \_\_\_\_\_ (Department Head) Date \_\_\_\_\_

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