

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Greta Chapman 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.)

Public Library Association (PLA)

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

Place of meeting or destination: Seattle, Washington

Date of meeting Feb. 24-28

Date trip to begin Feb. 23 Date trip will end Feb. 29

Method of transportation requested Air travel

Estimated transportation cost \$ 375

Meals 240

Lodging 5 days 825

Other costs - description Registration 160

Total estimated cost of trip \$ 1600

Signed Greta Chapman Date 11-26-03  
(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 \$ \_\_\_\_\_

Rob Burr, Chairman  
Public Library Bd. of Trustees  
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