

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Cathy Druckrey Department 111

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

to attend National Public Employer Labor Relations Assoc conference

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: St. Louis, MO

Date of meeting April 10, 2005 - April 14, 2005

Date trip to begin April 9, 2005 Date trip will end April 15, 2005

Method of transportation requested air

Estimated transportation cost	\$	<u>327.00</u>
Meals		<u>182.00</u>
Lodging <u>5</u> days @ <u>172 + 11% tax</u>		<u>954.60</u>
Other costs - description <u>Shuttle to airport</u>		<u>20.00</u>
<u>conference registration</u>		<u>450.00</u>
Total estimated cost of trip	\$	<u>1933.60</u>

Signed Cathy Druckrey (person requesting travel) Date 1/13/05 James F. Pender (Department Head) Date 1-13-05

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: Jim Stra Mayor Date 1-25-05

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