

CITY OF RAPID CITY
TRAVEL REQUEST

LF031605-14

Person requesting travel John Leahy Department 7102

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 Solid Waste Assoc. of North America (SWANA) training course & certification test for Manager of Landfill Operations Cert. Training will improve knowledge

List all other City employees, if any, making the trip for the same purpose: and credibility of position as Landfill Supervisor for the City - No other attendees

Place of meeting or destination: Flamingo Hotel, Las Vegas, NM

Date of meeting April 18-21, 2005

Date trip to begin April 17, 2005 Date trip will end April 21, 2005

Method of transportation requested Air/taxi or shuttle

Estimated transportation cost	\$ <u>350</u>
Meals	<u>172</u>
Lodging <u>4</u> days @ \$99 + Tx	<u>400</u>
Other costs - description <u>Training Course Fee</u>	<u>645</u>
<u>Certification Test Fee</u>	<u>125</u>
Total estimated cost of trip	\$ <u>1692</u>

Signed [Signature] 3-2-05 Date [Signature] Date 3/2/05
(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



SWANA®

SOLID WASTE ASSOCIATION
of North America

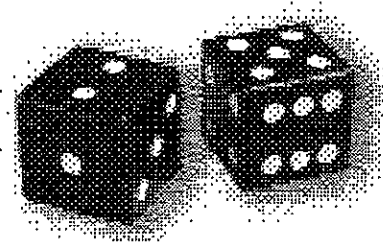
Spring Training Center Las Vegas, NV

April 18-21 | Flamingo Las Vegas Casino Hotel

Don't gamble with your career, come get Certified in Vegas!

Training Courses Offered:

- Managing Transfer Systems
 - Principles of MSW Management
 - Managing MSW Recycling Systems
 - Manager of Landfill Operations (MOLO)
 - Construction & Demolition Management



**Remember to attend the Certification Exams Testing Center
on April 21st - Get Certified in any of SWANA's 7 Disciplines!**

For Hotel Reservations, call 1.800.732.2111 | Rates: \$88 Single/\$118 Double | Cutoff for group rate: 3/18/05

Name: _____ Member #: _____
 Title: _____ Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ E-Mail: _____

Registration Fees:	Before March 18		After March 18	
	Member	Non-Member	Member	Non-Member
Training Courses (April 18-20)				
Manager of Landfill Operations	\$645	\$795	\$695	\$845
Construction & Demolition Materials	\$645	\$795	\$695	\$845
Managing MSW Transfer Stations	\$645	\$795	\$695	\$845
Principles of Mgr. of MSW Systems	\$645	\$795	\$695	\$845
Managing MSW Recycling Systems	\$645	\$795	\$695	\$845
Certification Testing (Please Circle One):				
Collection C&D Landfill MSW Management Recycling Transfer Composting				
_ \$125 (Member) _ \$250 (Non-Member)				

**Join SWANA - SAVE on this Event
and Your 1st Year Dues!**

- _ \$116 Regular (Public Sector)
- _ \$244 Corporate
- _ \$201 Small Business
- _ \$59 Student
- _ \$59 Retired

* New Members Only

TOTAL DUE: _____ Charge My: (circle) Visa / MasterCard / Discover / American Express / Diners Club
 Card #: _____ Exp. Date: _____
 Signature: _____

Questions? Call 1-800-GO-SWANA (467-9262) or visit www.SWANASTORE.COM