

CITY OF RAPID CITY
TRAVEL REQUEST

LF041305-03

Person requesting travel Brian Maliske Department Civic Center

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

2005 IAAM Conference - International Association of Assembly Managers

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

Place of meeting or destination: Washington DC

Date of meeting July 15-19 2005

Date trip to begin July 15 Date trip will end July 19

Method of transportation requested Flying

Estimated transportation cost \$ 465.00

Meals 177.50

Lodging 4 days 700.00

Other costs - description rental car 160.00

conference registration 495.00

Total estimated cost of trip \$ 1,997.50

Signed _____ Date Brian Maliske Date 3/31/05
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy