

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel JENNIFER IRWIN 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.)

TO ATTEND THE ANNUAL STATE LIBRARY CONFERENCE, THE CONFERENCE PROVIDES PROFESSIONAL DEVELOPMENT AND NETWORKING.

List all other City employees, if any, making the trip for the same purpose: GRETA CHAPMAN, TERRI DAVIS, CHRIS GETZ, JARED LIKNESS, KIM BAUMBERGER, MARYANNE ROHRER,

Place of meeting or destination: PIERRE, SD

Date of meeting OCT 5-7

Date trip to begin OCT 5 Date trip will end OCT 7

Method of transportation requested CITY VEHICLES

Estimated transportation cost \$ 190⁰⁰

Meals 168⁰⁰

Lodging 2 days 853.20

Other costs - description CONFERENCE REGISTRATION 1050⁰⁰

Total estimated cost of trip \$ 2261.2

Signed Jennifer G. Irwin Date 7.20.05 Greta Chapman Date 7.22.05
(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