

CITY OF RAPID CITY  
TRAVEL REQUEST

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.)

Concert Industry Consortium (CIC 2006) conference - meeting with agents & promoters for possible routes & purchases of acts

List all other City employees, if any, making the trip for the same purpose: N/A

Place of meeting or destination: Las Vegas, NV

Date of meeting Feb. 13-15, 2006

Date trip to begin Feb. 11, 2006 Date trip will end Feb. 16, 2006

Method of transportation requested Air

Estimated transportation cost	\$ <u>425.00</u>
Meals ( <u>5</u> days @ \$36 per day)	<u>180.00</u>
Lodging <u>5</u> days @ approximately \$212 per day	<u>1060.00</u>
Other costs - description <u>Conference registration</u>	<u>599.00</u>

Total estimated cost of trip \$ 2264.00

Signed Brian Maliske Date 12/16/05  
(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