

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Cathy Druckrey Department HR

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

NPELRA Annual Conference

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

Place of meeting or destination: Long Beach, CA

Date of meeting 3/26 → 30/06

Date trip to begin 3/24/06 Date trip will end 4/1/06

Method of transportation requested air & car

Estimated transportation cost \$ 680.00

Meals \_\_\_\_\_

Lodging 6 days 1014.00

Other costs - description registration 459.00

Total estimated cost of trip \$ 2153.00

Signed Cathy Druckrey Date James A. Ductor Date 11/28/05  
(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: Jim [Signature] Date 11.28.05  
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