

CITY OF RAPID CITY
TRAVEL REQUEST

LF110106-13

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 2007 Conference

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

Place of meeting or destination: Los Angeles, CA
Date of meeting February 6-8, 2007
Date trip to begin February 15, 2007 Date trip will end February 9, 2007
Method of transportation requested Airline

Estimated transportation cost	\$ <u>505.00</u>
Meals	<u>133.00</u>
Lodging <u>4</u> days	<u>916.00</u>
Other costs - description <u>Registration</u>	<u>599.00</u>
<u>Cab fare</u>	<u>165.00</u>
Total estimated cost of trip	\$ <u>2318.00</u>

Signed _____ Date Brian Maliske (person requesting travel) (Department Head) Date 10/6/06

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