

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel KEITH L'ESPERANCE Department HR/IRM

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

List all other City employees, if any, making the trip for the same purpose: NONE

Place of meeting or destination: BOSTON, MA
Date of meeting 6/10-6/13/07
Date trip to begin 6/9/2007 Date trip will end 6/14/2007
Method of transportation requested

Table with 2 columns: Description and Amount. Rows include: Estimated transportation cost (\$650.00), Meals (150.00), Lodging (5 days, 1,250.00), Other costs - description (CONFERENCE REGISTRATION 175.00, MISC (CONF FEE REDUCED BY 2/3-SPEAKING ON 2 OF 3 DAYS) 150.00), Total estimated cost of trip (\$2,325.00)

Signed [Signature] 10/6/06 Date [Signature] Date 10/6/06
(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: [Signature] Date 10/11/06
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