

CITY OF RAPID CITY  
TRAVEL REQUEST

LF041107-05

Person requesting travel Deb Hadcock Department Mayor/Council 101

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

Interoperability Policy Academy, Minneapolis, MN

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

Place of meeting or destination: Minneapolis, MN

Date of meeting 5/16-18, 2007

Date trip to begin 5/16/07 Date trip will end 5/18/07

Method of transportation requested airline

Estimated transportation cost \$ 500.00

Meals 225.00

Lodging \_\_\_\_\_ days \_\_\_\_\_

Other costs - description Shuttle 75.00

Total estimated cost of trip \$ 800.00

**\*\*TO BE REIMBURSED BY NACO\*\*** (Meals, travel, & housing)

Signed \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
(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: \_\_\_\_\_ Approved: [Signature] Date 4-4-07

Approved: \_\_\_\_\_ 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

**Rippentrop Kay**

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**From:** Ethan Schmidt, Attorney [schmidtlaw@rushmore.com]  
**Sent:** Tuesday, April 03, 2007 4:19 PM  
**To:** Rippentrop Kay  
**Subject:** Interoperability Policy Academy - ACCEPTANCE

Kay,

As you and I discussed a little while ago, here is the acceptance email message I received from the Academy.

Ethan  
341-0112

**Original Message -----**

**From:** Rona Abad  
**To:** Ethan Schmidt, Attorney  
**Sent:** Monday, April 02, 2007 12:49 PM  
**Subject:** Spring 2007 Interoperability Policy Academy

Dear County Commissioner Ethan Schmidt,

Thank you for submitting your team's application for the Spring 2007 Interoperability Policy Academy. After reviewing your application, we are pleased to invite you and your teammates to attend the Academy to be held on May 17-18, 2007 at the City Center Hotel in St. Paul, MN.

In order to make your stay most comfortable and to aid us in planning, we request that **each participant** complete the information on the attached form and send it back to me via email (rabad@naco.org) or fax it to (202) 661-8871. We must know the number of room nights required for each attendee in order to confirm housing arrangements we are making. **Please return this information form as soon as possible or by the deadline of April 10, 2007.**

NACo will reimburse travel expenses for the members of your team upon full attendance and when receipts are submitted in a timely manner. Travel expenses can only be reimbursed if they are accompanied by receipts. Please make sure to save receipts and [airline/train] ticket boarding passes.

We intend to have a welcome reception on the evening of May 16 from 5:00 – 7:00 and offer light hors'd'oeuvres. This session is optional. It will be a good way to meet your fellow Academy attendees and begin networking. Look for signs at the hotel for the location.

The Policy Academy will begin at 7:30am on Thursday, May 17, with continental breakfast and the first session starting at 8:00. The day will conclude at approximately 4:30pm. There is no planned group dinner, but we will provide information on restaurants in the area (dinner is reimbursable). We begin again on Friday, May 18 at 7:30am with continental breakfast, and will conclude at 3:00pm. **When making airline arrangements, please plan to arrive on May 16 and arrange a departure on a flight that leaves no earlier than 5:00pm on Friday, May 18.** The only airport serving the area is Minneapolis/St. Paul (MSP).

***Each Academy attendee is responsible for his/her own transportation arrangements.*** NACo will not make travel arrangements for attendees, nor provide a referral to a travel agent. Please note that airfares or train fares must be other than first or business class (no private carriers) and if possible, discount fares should be

secured. NACo cannot reimburse for cancelled or lost tickets, as well as surcharges or penalty fees resulting from changes in travel itineraries or for upgrades, such as for extra leg room. Be sure to download a receipt if obtaining the ticket through on-line services, or request a duplicate receipt at the airport when checking in for the departing flight.

For team members who wish to drive to the Academy, NACo will reimburse the operator of a personal vehicle at the rate of \$0.485 per mile, plus tolls, but not for gas or oil. If a county or city-owned vehicle is used, NACo will reimburse the county or city only for gas and oil, but not mileage, upon presentation of receipts. Total private vehicle costs cannot exceed the lowest available airfare from your home town to St. Paul, Minnesota.

NACo will also reimburse the following expenses upon return of a signed expense report which will be provided during the Academy and when receipts accompany it:

- taxi cabs or airport shuttles (shared van service is preferred.)
- parking (at local airport or at the hotel if you are driving there directly)
- Meal expenses unless NACo is providing meals. NACo does not reimburse costs of alcoholic beverages or snacks.
- Reasonable tips for shuttle/taxi drivers, hotel valet service, restaurant meals, and hotel maid.

We will arrange for direct-billing of the hotel room and tax directly to a master account which will be paid by NACo for all Academy participants, speakers, and supporting staff for the number of days indicated on the attached confirmation form and as approved by NACo. If you can not get home at a reasonable hour on Friday, May 18, we would rather pay for an extra night in the hotel than have you leave early. Please indicate that on the confirmation form.

If you wish to arrive before May 16 or stay later than May 18, you may do so and take advantage of negotiated rate of \$139/night + tax as long as you pay for the additional hotel nights on your own. Each person will be asked to provide a credit card upon check-in at the hotel to cover incidental expenses, such as computer access fees, room service, in-room movies, etc.

Please let me know as soon as you can to confirm your team's participation. Additionally, in order to accommodate needs of each participant, please have each team member return the attached form to me via email or fax as soon as possible, but no later than Friday, April 10.

If you any questions, please feel free to contact me or Rocky Lopes, Project Manager, via email ([rlopes@naco.org](mailto:rlopes@naco.org)) or phone (202) 661-8841.

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Email me to subscribe to email updates about our  
Homeland Security Program and  
Family Economic Success/Child Development Program.