

CITY OF RAPID CITY  
TRAVEL REQUEST

LF080107-18

Person requesting travel Joel Landeane Department Attorney

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

ALI- ABA Seminar - Advanced Employment Law and Litigation

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

Place of meeting or destination: Washington DC

Date of meeting Nov. 29- Dec. 1, 2007

Date trip to begin Nov 28, 2007 Date trip will end December 2, 2007

Method of transportation requested Airlines

|  |    |                 |
|--|----|-----------------|
| Estimated transportation cost                        | \$ | <u>500.00</u>   |
| Meals  |    | <u>144.00</u>   |
| Lodging <u>4</u> days                                |    | <u>880.00</u>   |
| Other costs - description <u>registration, misc.</u> |    | <u>1,300.00</u> |

Total estimated cost of trip \$ 2,824.00

Signed [Signature] Date [Signature] Date 7-24-07  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, regardless of the number of employees involved, 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, regardless of the number of employees involved, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy—Mayor      Yellow copy—Finance      Gold copy—Department copy