

CITY OF RAPID CITY
TRAVEL REQUEST

LF082907-06

Person requesting travel Greta Chapman Department Library

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

Conference - Internet Librarian 2007

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

Place of meeting or destination: Monterey CA

Date of meeting 10/29, 10/30 + 10/31 (2007)

Date trip to begin 10/29/07 Date trip will end 11/1/07

Method of transportation requested Airline + Car Rental

Estimated transportation cost \$ Air=699.20 Car=87.50

Meals 271.00

Lodging 3 days 1,110.00

Other costs - description Conference Fee 510.00

Total estimated cost of trip \$ 2,677.70

Signed Greta Chapman Date 8.13.07 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: _____ 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