

### CITY OF RAPID CITY TRAVEL REQUEST

LF092607-05

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.)

SOUTH DAKOTA LIBRARY ASSOCIATION CONFERENCE

List all other City employees, if any, making the trip for the same purpose: EDWARD HUGHES, RONALD HOPP, TRAVIS BRINK, SUSAN BRAUNSTEIN, REBECCA STEFFEN, LUCILLE O'GRADY

Place of meeting or destination: WATERTOWN, SD

Date of meeting OCTOBER 17, 18, 19, 2007

Date trip to begin OCTOBER 16, 2007 Date trip will end OCTOBER 19, 2007

Method of transportation requested CITY VEHICLE

Estimated transportation cost	\$ <u>0.00</u>
Meals	<u>448.00</u>
Lodging <u>3</u> days	<u>876.00</u>
Other costs - description <u>CONFERENCE REGISTRATIONS</u>	<u>1305.00</u>
Total estimated cost of trip	\$ <u>2,169.00</u>

Signed Greta Chapman Date 9-19-07  
(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