

CITY OF RAPID CITY
TRAVEL REQUEST

LF111307-07

Person requesting travel KEITH L'ESPERANCE Department FINANCE/RISK MGMT

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

2008 NATL PUBLIC RISK MANAGEMENT ASSOC ANNUAL CONFERENCE

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

Place of meeting or destination: ANAHEIM, CA

Date of meeting JUNE 1-4, 2008

Date trip to begin MAY 31, 2008 Date trip will end JUNE 5, 2008

Method of transportation requested AIR/GROUND

Estimated transportation cost \$ 450.00

Meals 100.00

Lodging 5 days 915.00

Other costs - description MISC 100.00

CONFERENCE REGISTRATION 530.00

Total estimated cost of trip \$ 2,095.00

Signed [Signature] 10/29/07 Date [Signature] 10/30/07
(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: [Signature] 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