

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Cathy Druckrey Department HR

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

attend NPELRA Conference

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

Place of meeting or destination: Clearwater Beach, Florida

Date of meeting April 13-17, 2008

Date trip to begin April 12, 2008 Date trip will end April 18, 2008

Method of transportation requested Air

Estimated transportation cost \$ 590.60

Meals \_\_\_\_\_

Lodging 6 days \$185/day 1110.00

Other costs - description Registration (early) 475.00

Total estimated cost of trip \$ 2,175.00

Signed Cathy Druckrey 10/1/07 Date Si Zilk Date 10/1/07  
(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