

**CITY OF RAPID CITY  
TRAVEL REQUEST**

LF011608-03

Person requesting travel Alan Hanks Department Mayor's Office

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 Annual Congressional City Conference

Washington, D.C.

List all other City employees, if any, making the trip for the same purpose: Malcom Chapman, Deb Hadcock  
Lloyd Lacroix and Bill Okrepkie

Place of meeting or destination: Washington, D.C.

Date of meeting March 8-12, 2008

Date trip to begin March 7, 2008 Date trip will end March 13, 2008

Method of transportation requested commercial airline

Estimated transportation cost	\$ 924.00
Meals	1,042.00
Lodging <u>5</u> days	6,418.96
Other costs - description <u>Registration &amp; Fees conference</u>	2,100.00
<u>Leadership Classes</u>	1,740.00
Total estimated cost of trip <u>Shuttle</u>	\$ 400.00
<u>Special Luncheon</u>	\$12,859.96

Signed \_\_\_\_\_ Date \_\_\_\_\_ 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