

CITY OF RAPID CITY
TRAVEL REQUEST

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.)

PLA's 12th National Conference

List all other City employees, if any, making the trip for the same purpose: Terri Davis, Ed Hughes, Susan Braunstein

Place of meeting or destination: Minneapolis, MN

Date of meeting March 25-29, 2008

Date trip to begin March 25, 2008 Date trip will end March 29, 2008

Method of transportation requested City Vehicle

Estimated transportation cost \$ 300.00

Meals 640.00

Lodging 4 days 1,557.68

Other costs - description Conference Registration 1,320.00

Total estimated cost of trip \$ 3,817.68

Signed Greta Chapman Date 2/4/08
(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