

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Monica Heller Department Growth Management

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

American Planning Association National Planning Conference

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

Jared Ball

Place of meeting or destination: Las Vegas NV

Date of meeting April 27 - May 1, 2008

Date trip to begin 4-27-08 Date trip will end 5-1-08

Method of transportation requested air

Estimated transportation cost 21 day advance purchase \$ 750.00

Meals 338.00

Lodging 4 days 736.00

Other costs - description airport shuttle 100.00

Registration 1,650.00

Total estimated cost of trip \$ 3,574.00

Signed Monica Heller Date Manuie Date 2/18/08  
(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: \_\_\_\_\_ 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