

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.)

American Library Association 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 6/26 - 7/2/08

Date trip to begin 6/26 Date trip will end 7/2/08

Method of transportation requested airline

Estimated transportation cost \$ 177.99

Meals 352.00 280.00

Lodging 5 days 1,227.05

Other costs - description Conference Registration 195.00

Total estimated cost of trip \$ ~~1,952.04~~ 1380.04

Signed Greta Chapman Date [Signature] Date 5-16-08
(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