

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Barbara Garcia Department Community Development Div.

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

To attend the 2008 Assets Learning Conference Advancing America's Asset Agenda

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

Place of meeting or destination: Washington, DC

Date of meeting September 11 -13, 2008

Date trip to begin September 10, 2008 Date trip will end September 14, 2008

Method of transportation requested Air ~~XXXX~~

Estimated transportation cost	\$ 500.00
Meals	115.00
Lodging <u>4</u> days	600.00
Other costs - description <u>Registration</u>	650.00
<u>Shuttle to/from airport</u>	60.00
Total estimated cost of trip	<u>\$ 1,925.00</u>

Signed Barbara K Garcia /9/08 Date [Signature] Date 7-10-08
(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 7/10/08
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

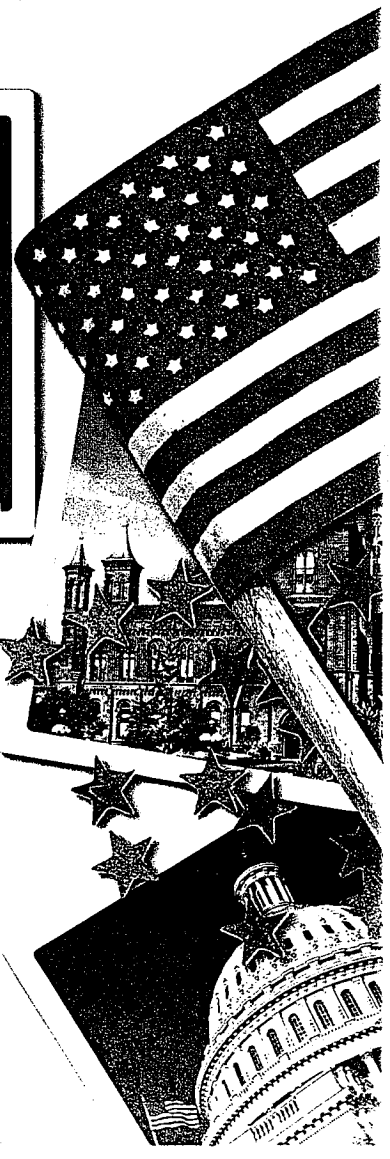
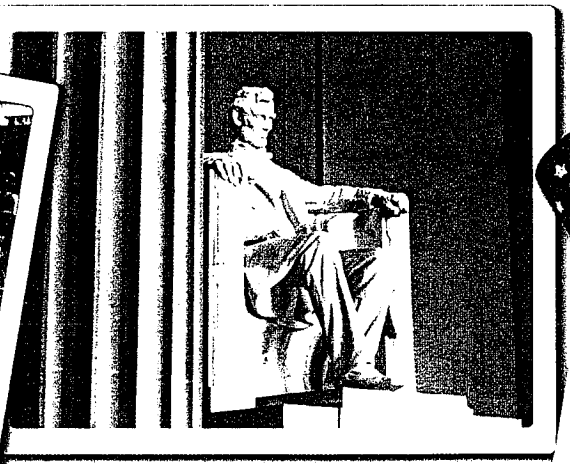
Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy

SUPPORT
ASSET
INDEPENDENCE

ADVANCING AMERICA'S ASSETS AGENDA
08

2008 ASSETS LEARNING CONFERENCE
Advancing America's Assets Agenda
Expanding Opportunity, Promoting Prosperity & Mobilizing Communities



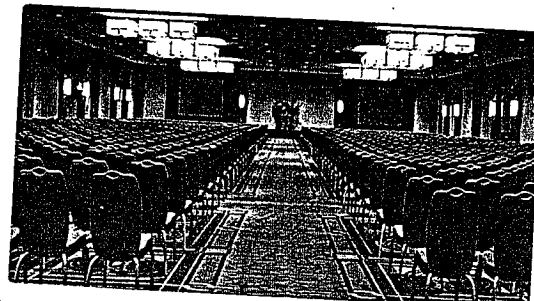
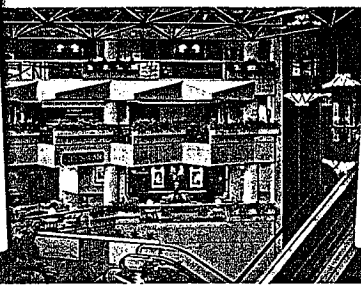
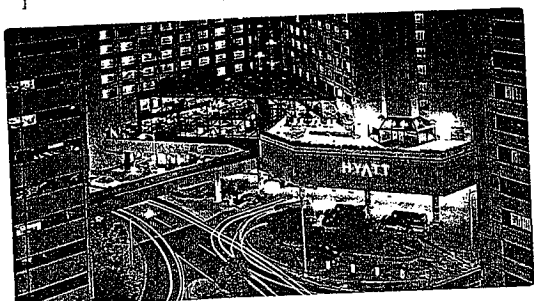
IDA
for the ★
USA

cfed

expanding economic opportunity
September 11-13, 2008
Washington, DC

presenting sponsor
WAL★MART®

Conference Site, Registration Info



CONFERENCE SITE

The Hyatt Regency Crystal City welcomes the 2008 Assets Learning Conference. Sitting beside the glistening Potomac River, Hyatt Regency Crystal City is just minutes away from shopping, dining and entertainment in Alexandria, Georgetown and downtown Washington, DC. Our hotel is adjacent to Washington's Reagan National Airport and is easily accessible from the major highways in the area. While staying at the Hyatt Regency Crystal City you will enjoy the ultra plush, pillow-top Hyatt Grand Bed™, stylish redesigned bathrooms, beautifully framed artwork, flat-screen TVs, an iHome docking station and complimentary 24-hour access to the hotel's Hyatt Stay Fit Health Center. For more information on the hotel, map and directions, and local attractions, visit our home page, www.crystalcity.hyatt.com.

All participants must register for the conference before making hotel reservations. Lodging information will be provided to all registrants as part of their confirmation materials.

REGISTRATION

The quickest and easiest way to register is online by visiting www.assetsconference.org. The Conference website will be continually updated with additional details about conference speakers, sessions, roundtables, plenaries and events. We hope that you will visit early and often! If you prefer to register by mail or fax, a printable .pdf form with the address and fax number is available on the Conference website.

All registrations received by September 9, 2008, will be confirmed by e-mail unless otherwise requested. After that date, your confirmation materials will be available on site.

Confirmation materials contain information to assist you in planning your conference attendance and will serve as your receipt. All balances due, including purchase orders, will be listed in your confirmation materials. Please note that although you will receive a confirmation e-mail when you sign up for the Conference, your registration will not be processed until full payment is made.

REGISTRATION FEES

On or before June 11, 2008
\$550 per person

After June 11, 2008
\$650 per person

Your registration fee includes breakfast, lunch and morning and/or afternoon breaks for three days and two receptions.

REGISTER BY JUNE 11 TO SAVE MONEY!

WWW.ASSETSCONFERENCE.ORG

Completed registration forms and FULL payment must be received no later than June 11, 2008 (11:59 p.m. EDT) to qualify for the early bird rates. After that date, the regular registration rates will automatically apply.

Conference Schedule

WEDNESDAY, SEPTEMBER 10

- 8 a.m. – 5 p.m. Registration Desk Open
- 9 a.m. – 4 p.m. Native Asset Building Pre-Conference Session

THURSDAY, SEPTEMBER 11

- 7 a.m. – 5 p.m. Registration Desk Open
- 8:30 a.m. – 9:30 a.m. Lobbying 101: Hill Visit Preparation
- 10 a.m. – 11:15 a.m. Opening Plenary I: Advancing the Assets Agenda
- 11:30 a.m. – 1:15 p.m. Keynote Luncheon
- 1:45 p.m. – 5 p.m. Capitol Hill Visits (Buses leave at 1:45 p.m. The first visits will be scheduled for 2:30 p.m.)

1:45 p.m. – 3:15 p.m. Concurrent Sessions I

POLICY

NO POLICY TRACK
DUE TO CAPITOL HILL VISITS

PRACTICE

I.1 Involving Teens in Banking
and Investing

I.2 Advancing the Assets
Agenda to Americans with
Disabilities

I.3 Assets for Life: Extend Your
Agency's Capacity with Allied
Professionals

I.4 Portable and Relocation
IDAs: Moving Beyond
Place-Based Asset-Building
Programs

RESEARCH

I.5 Rethinking the Middle
Class: Financial Insecurity
Among the Non-Poor

I.6 Building Assets in Native
Communities through EITC
and Tax Preparation

INNOVATION

I.7 Community
Development Approaches to
Homeownership

I.8 Prepaid Cards: Innovations
in Creating Financial Access
for Underbanked Consumers

I.9 New Innovations in Asset
Building that Leverage
Markets to Reach Scale

3:45 p.m. – 4:45 p.m. Roundtable Sessions I

Evening

Reception on Capitol Hill (Buses will leave the Hotel at 5:15 p.m. for participants who did not go on Capitol Hill visits. Buses return to the hotel after the reception.)

FRIDAY, SEPTEMBER 12

7 a.m. – 5 p.m. Registration Desk Open

8 a.m. – 9:30 a.m. Plenary II: Nonprofit Innovation in Serving the Unbanked

10 a.m. – 11:30 a.m. Concurrent Sessions II

POLICY

II.1 The Role of Cities in Helping People Build Assets

II.2 Developing a State Policy Agenda

II.3 Federal Assets Policy Update

II.4 Creating a Sustainable Asset Policy Coalition

II.5 Improving Retirement Coverage for Low- and Moderate-Income Workers

PRACTICE

II.6 Credit Building is Asset Building

II.7 Helping Housing Authority Residents Move into Unsubsidized Homes

II.8 CDFIs: Policies to Practice

RESEARCH

II.9 SEED Research: A Test of Children's Development Accounts

II.10 Preventing Asset Loss: The Role of Insurance

II.11 Poor Finances: Assets and Low-Income Households

INNOVATION

II.12 Fundraise, Do Taxes and Asset Build at Employer Sites

II.13 America's Best Kept Saving Secret: U.S. Savings Bonds

II.14 Asset Building and Entrepreneurship in the Borderlands

12 p.m. – 2 p.m. Plenary III: Creating the Investment State

2:30 p.m. – 4 p.m. Concurrent Sessions III

POLICY

III.1 Existing Federal Resources for Matched Savings Programs

III.2 Asset Limit Reform: Policy, Practice, Research and Advocacy Tools

III.3 Supporting Children's Savings Accounts: State and Federal Policies

III.4 Foreclosures and Neighborhoods: The Issues, The Options, The Impact

PRACTICE

III.5 Children's Savings Accounts: Opportunities and Challenges of Implementation

III.6 Maximizing the Value of Financial Education

III.7 Asset Development in Microenterprise Organizations

III.8 Asset Building and Financial Service Advocacy for Immigrant Communities

RESEARCH

III.9 The Effect of IDAs on Account Holders: Recent Research

III.10 Behavioral Economics and Asset Building: Insights and Applications

III.11 Education IDAs: Creating Partnerships for Access to Education

INNOVATION

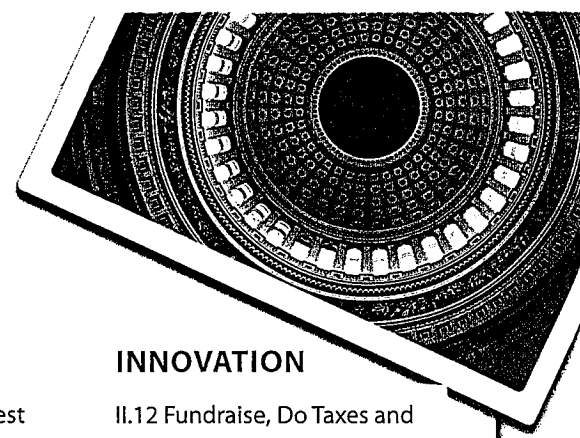
III.12 Emerging Solutions for Short-Term Credit


III.13 Innovative Approaches to Asset Building and Community Development

III.14 Building Microbusiness Assets Through the Tax Code

4:30 p.m. – 5:30 p.m. Roundtable Sessions II

Evening Networking Reception





Conference Schedule (Cont.)

SATURDAY, SEPTEMBER 13

8 a.m. – 9:30 a.m. Plenary IV: Breakfast with Accountholders

10 a.m. – 11:30 a.m. Concurrent Sessions IV

POLICY

IV.1 Using Local Asset Poverty Data to Advance State Policy

IV.2 State and Federal EITC

IV.3 State and Federal Resources for Homeownership

IV.4 Creating a Participatory Policy-Making Process

PRACTICE

IV.5 A Path to Stability: Matched Savings Accounts for Foster Youth

IV.6 Crafting and Communicating Your Asset-Building Message

IV.7 Credit Union Partnerships for Asset Building and Asset Protection

RESEARCH

IV.8 Designing and Implementing a Comprehensive IDA Program Evaluation

IV.9 Race, Asset Ownership and Economic Mobility

IV.10 Predatory Lending and Asset Preservation

INNOVATION

IV.11 Land Rich: Development Assistance for Cash-Poor Land Owners

IV.12 Building Security and Value with Homeowners in Manufactured Home Communities

IV.13 IDAs for Community Development: AFI New Grantee Initiative

12 p.m. – 2 p.m. Lunch and Closing Plenary V: Taking Action Back Home

Pre-Conference Session

NATIVE ASSET BUILDING PRE-CONFERENCE SESSION

Presented by Oweesta Corporation, CFED, Federal Reserve Bank of Kansas City and First Nations Development Institute
September 10, 2008, 9 a.m. – 4 p.m.

This one-day pre-conference session will provide the opportunity for Native asset-building practitioners to share their knowledge and experience and network with others in the field. Participants working with financial education, Individual Development Accounts (IDAs), entrepreneurship, homeownership and investor education programs will discuss their best practices and challenges. They will also hear about resources to support strong institutions like Native Community Development Financial Institutions and asset-building strategies such as affordable lending, IDAs, Earned Income Tax Credit outreach and free tax preparation services. Representatives from Native asset-building coalitions will talk about their formation, and participants will have the opportunity to discuss launching coalitions in their regions. Join your colleagues for an exciting, interactive day of fun and information sharing. Pre-registration is required.

~~Wed 10 Sep 08~~

~~Rapid City (RAP) to Minneapolis (MSP) 490 mi
Depart 9:25 am Arrive 11:57 am (789 km)
Terminal Duration: 1hr 32mn
LINDBERGH
TERMINAL~~

~~nwa
Flight: 1204~~

~~Economy/Coach Class, Airbus A320~~

~~Minneapolis (MSP) to Washington DC 918 mi
Depart 1:10 pm (DCA) (1,477 km)
Terminal Arrive 4:30 pm Duration: 2hr 20mn
LINDBERGH Terminal A
TERMINAL~~

~~nwa
Flight: 594~~

~~Economy/Coach Class, Food For Purchase, Boeing 757~~

~~Total distance: 1,408 mi (2,266 km) Total duration: 3hr 52mn (5hr 5mn with connections)~~

~~Mon 15 Sep 08~~

~~Washington DC to Minneapolis (MSP) 918 mi
(DCA) Arrive 10:22 am (1,477 km)
Depart 8:35 am Terminal Duration: 2hr 47mn
Terminal A LINDBERGH
TERMINAL~~

~~nwa
Flight: 557~~

~~Economy/Coach Class, Food For Purchase, Airbus A320~~

~~Minneapolis (MSP) to Rapid City (RAP) 490 mi
Depart 2:22 pm Arrive 2:57 pm (789 km)
Terminal Duration: 1hr 35mn
LINDBERGH
TERMINAL~~

~~nwa
Flight: 3625
Operated by: MESABA
AVIATION~~

* Total price for this trip: \$369.00
I have a coupon. [What's a coupon?](#)

Pg
1 of 2

Only one coupon may be used per purchase. You're not signed in to an account. To use a saved coupon, or to save a coupon to your account, please sign in.

I have a coupon.

I don't have a coupon.

Apply and
reprice

Pg 2 of 2

1 Review the flight details

Wed 10-Sep-08

Rapid City (RAP) to Minneapolis (MSP) 490 mi
Depart 9:25 am Arrive 11:57 am (789 km)
Terminal Duration: 1hr 32mn
LINDBERGH
TERMINAL

nwa
Flight: 1204

Economy/Coach Class, Airbus A320

Minneapolis (MSP) to Washington DC 918 mi
Depart 1:10 pm (DCA) (1,477 km)
Terminal Arrive 4:30 pm Duration: 2hr 20mn
LINDBERGH Terminal A
TERMINAL

nwa
Flight: 594

Economy/Coach Class, Food For Purchase, Boeing 757

Total distance: 1,408 mi (2,266 km)

Total duration: 3hr 52mn (5hr 5mn with connections)

Sun 14-Sep-08

Washington DC to Minneapolis (MSP) 918 mi
(DCA) Arrive 7:16 pm (1,477 km)
Depart 5:31 pm Terminal Duration: 2hr 45mn
Terminal A LINDBERGH
TERMINAL

nwa
Flight: 1711

Economy/Coach Class, Food For Purchase, Boeing 757

Lodging includes all charges such as fees, tips, laundry, cleaning, personal use of rooms during daytime, etc. Tips not exceeding \$1.00 per day for lodging shall be authorized without presentation of a paid receipt.

9/11-9/13
 Conf provides breakfast/lunch

10th = L/D = 28
 11-13 = D = 51
 14th = B, L, D = 36

Breakfast	\$ 8.00
Lunch	\$11.00
Dinner	<u>\$17.00</u>
	\$36.00

or a maximum of \$36.00 including applicable taxes and tips. The Mayor may authorize exceeding this maximum due to unusual circumstances. Meal receipts must then accompany the travel voucher.

- IV. Interview and Moving Expenses. Interview expenses will be allowable to the prospective employee at the discretion of the Mayor or applicable Board and will not exceed out-of-state rates. Moving expenses will be allowable at the discretion of the Mayor or applicable Board and will be limited the cost of the mover, including packing and packing materials, verified by receipt; plus mileage, meals and lodging expenses for the employee and his family on the date of the move. Meal expenses will not exceed out-of-state rates and lodging will not exceed out-of-state rates and shall be verified by receipt. In no event shall the cost of interview and moving expenses exceed one month's salary for the position, without express approval of the Council.
- V. Travel by Non-City Employees.
 - a. Persons who are not City employees, but who travel on behalf of the City, shall be reimbursed for actual expenses of lodging, meals and travel, not to exceed the maximum allowed City employees.
 - b. When requesting reimbursement of travel expenses for a non-City employee, the same procedure required for a City employee must be used.
- VI. Expenses for Functions. The City will reimburse eligible expenses incurred by employees who attend in-city functions if the employee is directed to attend by his supervisor. Such functions would include meetings of board or committees, special banquets, panels, educational or professional seminars, or public meetings. Advance approval and receipts are required.
- VII. Retreats. The City will reimburse eligible expenses incurred for retreats if such retreats are approved in advance by the Council. All such expenses must be verified by receipts, and the use of City facilities is encouraged to avoid the cost of rental of conference space and related expenses.
- VIII. Appeal Procedure. Any employee feeling aggrieved by action of the department head, Finance Office, or Mayor, regarding any travel expense which may have been disallowed, shall have a right to submit a written request to the Rapid City Common Council for a hearing, if the request is submitted within five days of the