

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Jayne Kraemer Department Civic Center

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

IAAM - AMC (Arena Management Conf)

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

Place of meeting or destination: Kansas City, MO

Date of meeting Sept 13-16, 08

Date trip to begin Sept 13 Date trip will end Sept 17

Method of transportation requested Airline

Estimated transportation cost \$ 404.00

Meals 210.00

Lodging 4 days 278.00 + Tax

Other costs - description Registration 300.00

Shuttle/Taxi 90.00

Total estimated cost of trip \$ 1282.00

Signed Jayne Kraemer (person requesting travel) Date 6-3-08 (Department Head) Date 7/17/08

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