

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Mayor/Council Department _____

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

South Dakota Municipal League Annual Mtg

List all other City employees, if any, making the trip for the same purpose Mayor Alan Hanks, Malcom Chapman, Karen Olson, Jason Green, Joel Landeen, Jim Preston, Pauline Sumption, Tracy Davis, Connie Ewing

Place of meeting or destination: Pierre, SD

Date of meeting Oct ~~XX~~ 7-10, 2008

Date trip to begin Oct 7 Date trip will end Oct 10

Method of transportation requested pr vehicle 3@360 miles

Estimated transportation cost

\$ 400 approx Mayor/Council

Meals 3x\$40 approx

120 approx Mayor/Council

Lodging 3@\$80x3 days

750 approx Mayor/Council

Other costs - description Registration 9 @ \$75

675 All above listed

Total estimated cost of trip

\$ ~~1945~~ (\$1495 Mayor/Council)

Signed _____ Date 2008 Date 8/19/08
(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 ordinance and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved _____

Mayor

Date _____

Deb Hadcock Pres Council

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

ADVANCE PREPAID REGISTRATION

2008 South Dakota Municipal League Annual Conference

October 7-10 2008

Pierre Ramkota Hotel & Conference Center

Municipality Represented

Rapid City

NOTE: To assist in typing name badges, please **TYPE OR PRINT** your information as you would like it to appear.

For Days Attending please indicate **All, Wednesday, Thursday or Friday.**

Name	Title	Spouses Program	Days Attending	Amount Paid
			All	75.00
Mayor Alan Hanks	Mayor		All	\$75
Deb Haddock <i>Malcom Chapman</i>	Council President <i>member</i>		All	\$75
Karen Gundersen Olson	Council member		All	\$75
Jason Green	City Attorney		All	\$75
Joel Landeen	Ast City Attorney		All	\$75
Jim Preston	Finance Officer		All	\$75
Pauline Sumption	Ast Finance Officer		All	\$75
Connie Ewing	Accounting/Grants Mgr		All	\$75
Tracy Davis	Accountant		All	\$75
Kevin Thom	Com. Resources Dir		All	75
Cathy Druckery	HR Recruitment		All	75
	TOTAL			\$675 <i>825</i>

Please return advance registration by September 15, 2008 to:

South Dakota Municipal League
214 East Capitol
Pierre, SD 57501

Payment must accompany registration.

One-Day Registration	\$50.00
Advance prepaid registration fee	\$75.00 members & \$150.00 non members
Spouse/Guest registration fee	\$50.00
On-site registration fee	\$85.00 members & \$150.00 non members

Office Use Only

Date: _____

City Check # _____

Amount: _____

Personal Check # _____

Amount: _____