

CITY OF RAPID CITY TRAVEL REQUEST

Bill Okrepkie, Malcom Chapman

Person requesting travel Deb Hadcock Department City Council

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

National League of Cities Congressional Cities Conference

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

Place of meeting or destination: Washington, DC

Date of meeting March 13 - 18, 2009

Date trip to begin March 12, 2009 Date trip will end March 19, 2009

Method of transportation requested Air

Estimated transportation cost \$ 1,200.00

Meals 540.00

Lodging _____ days 5,040.00

Other costs - description Registration, /Classes/Taxi 2,630.00

Total estimated cost of trip \$ 9,410.00

Signed _____ Date _____ Date _____
(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