

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Doug Curry Department Airport

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

Airport Safety & Operations School (ASOS) and Snow Symposium

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

Place of meeting or destination: Buffalo New York

Date of meeting April 25-30 2009

Date trip to begin April 24, 2009 Date trip will end May 1, 2009

Method of transportation requested Air/Rental Car

Estimated transportation cost	\$	<u>878.00</u>
Meals		<u>504.00</u>
Lodging <u>6</u> days		<u>1380.00</u>
Other costs - description <u>Registration</u>		<u>1140.00</u>
<u>Rental Car</u>		<u>200.00</u>
Total estimated cost of trip	\$	<u>4122.00</u>

Signed  Date  Date 16 Feb 09
 (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