

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Rich Olsen 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.)

Attend ACE-Airport Certified Employee Operations program and workshop in Portland, OR

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

Place of meeting or destination: Portland Oregon

Date of meeting May 4-8 2009

Date trip to begin May 3 2009 Date trip will end May 9 2009

Method of transportation requested Air & Rental Car

Estimated transportation cost	\$ 600.80
Meals	360.00
Lodging <u>6</u> days	2011.56
Other costs - description <u>Rental Car</u>	352.87
<u>ACE Program & Workshop Registration</u>	3980.00
Total estimated cost of trip	\$ <u>7305.23</u>

Signed  Date  Date 26 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