

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Cameron Humphres 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 the AAAE/ALA Summer Legislative Issues Conference

List all other City employees, if any, making the trip for the same purpose: Ron Johnsen, Board President

Place of meeting or destination: Washington, DC

Date of meeting July 13-14 2009

Date trip to begin July 12, 2009 Date trip will end July 16, 2009\*

Method of transportation requested Air \*Add'l dates to meet with

Estimated transportation cost	Congressional Delegates	\$ 1156.00
Meals		288.00
Lodging <u>4</u> days		1592.00
Other costs - description <u>Registration</u>		925.00
<u>Rental Car</u>		260.00
Total estimated cost of trip		\$ <u>4221.00</u>

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