

	Estimate	Actual	Difference
Air Travel	1,177.20	1,219.20	(42.00)
Meals	624.00	291.00	333.00
Lodging	3,507.84	3,761.30	(253.46)
Registration	2,115.00	2,070.00	45.00
Rental Car	432.81	594.20	(161.39)
Parking	165.60	216.00	(50.40)
	<u>\$ 8,022.45</u>	<u>8,151.70</u>	<u>(129.25)</u>

Checked Bag Fees		100.00	
Laundry		6.50	
Internet		55.44	
Tip		5.00	
Cab Fare		20.61	187.55
		<u>\$ 8,339.25</u>	<u>\$ (316.80)</u>

** Originally approved by Council 04/20/09
 Actual Costs Exceeded Estimate by \$316.80 **

**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 AAAE Conference

List all other City employees, if any, making the trip for the same purpose: Jennifer Eckman & Jerry Mitchell

Place of meeting or destination: Philadelphia, PA
 Date of meeting June 14-17 2009
 Date trip to begin June 13, 2009 Date trip will end June 18, 2009
 Method of transportation requested Air

Estimated transportation cost	Air/Rental Car	\$	<u>1219.20 + 594.20</u>
Meals			<u>291.00</u>
Lodging	<u>5</u> days		<u>3761.30</u>
Other costs - description	<u>Registration</u>		<u>2070.00</u>
	<u>Parking, Internet & Other Reimbursable Expenses</u>		<u>403.55</u>
Total estimated cost of trip		\$	<u>8339.25</u>

Signed _____ Date [Signature] Date 24 Jun 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)