

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Mike Schad Department Airport/Legal

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 Basics of Airport Law Workshop

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

Place of meeting or destination: San Francisco, CA

Date of meeting September 13-15 2009

Date trip to begin September 12, 2009 Date trip will end September 16, 2009

Method of transportation requested Air

Estimated transportation cost	\$	<u>400.00</u>
Meals		<u>144.00</u>
Lodging <u>4</u> days		<u>1100.00</u>
Other costs – description <u>Registration</u>		<u>720.00</u>
<u>Other Expenses</u>		<u>130.00</u>
Total estimated cost of trip	\$	<u>2494.00</u>

Signed _____ Date [Signature] _____ Date 19 4-16-09
(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