

**CITY OF RAPID CITY
TRAVEL REQUEST**

Malcom Chapman, Karen Gundersen Olson

Person requesting travel Deb Hadcock Department City Council

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

NLC Congressional City Conference

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

Place of meeting or destination: Washington, DC

Date of meeting March 13 - 17, 2010

Date trip to begin March 12, 2010 Date trip will end March 18, 2010

Method of transportation requested Air

Estimated transportation cost	\$	<u>1,440.00</u>
Meals		<u>493.00</u>
Lodging <u>6</u> days		<u>3,231.50</u>
Other costs – description <u>Registration, Classes, Checked luggage</u> <u>fee, Taxi, parking</u>		<u>3,465.00</u>
Total estimated cost of trip	\$	<u>8,629.50</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 _____

Lloyd LaCroix, City Council President

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