

**CITY OF RAPID CITY
TRAVEL AND TRAINING 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.)

Annual AAAE Conference & Expo

List all other City employees, if any, making the trip for the same purpose: 2 Employees & 1 Board Member

Place of meeting or destination Phoenix, AZ

Date of meeting April 29-May 2 2012

Date trip to begin April 28, 2012 Date trip will end May 3, 2012

Method of transportation requested Air

Estimated transportation cost _____ \$ 1338.00

Meals _____ 375.00

Lodging 5 days _____ 3712.05

Other costs - description Registration _____ 2185.00

Checked Bags & Misc Expenses _____ 450.00

Total estimated cost of trip _____ \$ 8060.05

Signed _____ Date 20 Dec 11
(person requesting travel) (Department Director)

When the cost of the trip will exceed \$1,500 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