

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Malcom Chapman, Council Vice-Pres. Department Council/Mayor - 101

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

National League of Cities - Washington, D.C.

List all other City employees, if any, making the trip for the same purpose: Lloyd LaCroix, Bill Okrepkie, Karen Gundersen Olson, & Deb Hadcock

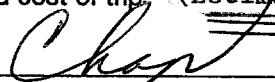
Place of meeting or destination: Washington, D.C.

Date of meeting March 10-14, 2007

Date trip to begin March 8 & 9, 2007 (various) Date trip will end March 12, 14, & 15 (various)

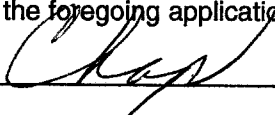
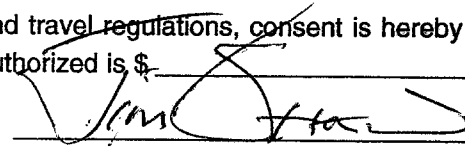
Method of transportation requested airline

Estimated transportation cost (\$575pp)	\$ <u>2875.00</u>
Meals	<u>864.00</u>
Lodging <u>3,5, &amp; 6</u> days (\$220/nt - estimate)	<u>4400.00</u>
Other costs - description <u>Registration (\$2300), Seminars (\$1895)</u>	<u>4795.00</u>
<u>Shuttle (\$250), Shipping (\$175), RC Airport Parking (\$175)</u>	
Total estimated cost of trip. (Estimated costs only)	\$ <u>12934.00</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:  Approved:  Date 1.23.07  
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

**National League of Cities - Washington, D.C.  
March 10-14, 2007**

		<u>Malcom Chapman</u>		<u>Karen Gundersen Olson</u>		<u>Bill Okrepkie</u>		<u>Deb Hadcock</u>		<u>Lloyd LaCroix</u>	<b>Total</b>
<b>Registration (after 2/5/07) \$460 - Registration (prior to 2/5/07) \$410 each</b>		<b>\$460.00</b>		<b>\$460.00</b>		<b>\$460.00</b>		<b>\$460.00</b>		<b>\$460.00</b>	<b>\$2,300.00</b>
<b>Seminars</b>	L05	\$105.00	L05	\$105.00	L03	\$165.00	L02	\$165.00	L04	\$105.00	\$645.00
	L10	\$105.00	L13	\$105.00	L10	\$105.00	L10	\$105.00	L06	\$105.00	\$525.00
	L14	\$105.00	L12	\$40.00	L13	\$105.00	L13	\$105.00	L09	\$105.00	\$460.00
	L12	\$40.00			L12	\$40.00	L12	\$40.00	L14	\$105.00	\$225.00
									L12	\$40.00	\$40.00
<b>Airline Ticket</b>		<b>\$575.00</b>		<b>\$575.00</b>		<b>\$575.00</b>		<b>\$575.00</b>		<b>\$575.00</b>	<b>\$2,875.00</b>
<b>Hotel Reservations (\$220/nt - estimate) **Karen G. Olson &amp; Deb Hadcock are sharing rooms.**</b>	3nt	\$660.00	6nt	\$660.00	5nt	\$1,100.00	5nt	\$660.00	6nt	\$1,320.00	\$4,400.00
<b>Meals</b>	3/8	\$17.00	3/9	\$33.00	3/9	\$26.00	3/9	\$33.00	3/9	\$33.00	\$142.00
	3/9	\$36.00	3/10	\$36.00	3/10	\$36.00	3/10	\$36.00	3/10	\$36.00	\$180.00
	3/10	\$36.00	3/11	\$36.00	3/11	\$36.00	3/11	\$36.00	3/11	\$36.00	\$180.00
	3/11	\$36.00	3/12	\$25.00	3/12	\$25.00	3/12	\$25.00	3/12	\$25.00	\$136.00
	3/12	\$25.00	3/13	\$25.00	3/13	\$25.00	3/13	\$25.00	3/13	\$25.00	\$125.00
			3/14	\$19.00	3/14	\$19.00	3/14	\$19.00	3/14	\$36.00	\$93.00
									3/15	\$8.00	\$8.00
<b>Shuttle</b>		<b>\$50.00</b>		<b>\$50.00</b>		<b>\$50.00</b>		<b>\$50.00</b>		<b>\$50.00</b>	<b>\$250.00</b>
<b>Shipping Fees</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>	<b>\$175.00</b>
<b>Rapid City Airport Parking Fees</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>		<b>\$35.00</b>	<b>\$175.00</b>
<b>Totals</b>		<b>\$2,320.00</b>		<b>\$2,239.00</b>		<b>\$2,837.00</b>		<b>\$2,404.00</b>		<b>\$3,134.00</b>	<b>\$12,934.00</b>