



Nevada Division of State Parks

OUT OF STATE TRAVEL REQUEST

(Reference Policy #10-5)

SECTION 1

AGENCY/REGION	B/A	OFFICIAL STATION
EMPLOYEE	DESTINATION	DESTINATION PHONE NUMBER

SECTION 2

DATES OF TRAVEL STATUS: _____

PURPOSE OF TRIP: _____
 (Attach an agenda, letter of invitation, or outline memo)

SECTION 3

COST:

Per Diem \$ _____	Registration \$ _____
Air Fare \$ _____	Ground \$ _____
Parking \$ _____	Public Trans. \$ _____
Motor Pool \$ _____	Rental Car * \$ _____
Pers Vehicle \$ _____	Other * \$ _____

TOTAL REQUEST: \$ _____ **Charge to:** _____ Fund _____ Appr Unit _____

Internal Coding: _____ Org _____ Job # _____

Request excess lodging rate to _____ (* explain) _____ Administrator's Approval _____ Date _____

*** Explanation:** _____

SECTION 4

Will the employee be combining state business with personal business? _____ Yes _____ No
 If "yes", has written permission been initiated by the employee and approved by the Administrator demonstrating that no additional costs will be incurred by the State? _____ Yes (attach memo) _____ No

How many other employees will be attending this same meeting? _____

Is this employee-requested training? _____ Yes _____ No
 If "yes", has the Division ensured that the employee is not granted accrual of comp time? _____ Yes _____ No

SECTION 5

_____ Signature of Regional Manager or designee	_____ Signature of Financial Officer or designee
_____ Signature of Deputy Administrator	_____ Department-Level Approval, if appropriate
_____ Division -Level Approval	_____