

DEPARTMENT OF WILDLIFE OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST



SECTION 1

DEPARTMENT OF WILDLIFE

AGENCY	OFFICIAL STATION	DATE
EMPLOYEE	DESTINATION	DESTINATION PHONE #

SECTION 2

DATES OF TRAVEL STATUS: _____

PURPOSE OF TRIP: _____

SECTION 3

COST: Per Diem \$ _____ Lodging \$ _____ Air Fare \$ _____ Parking \$ _____ Motor Pool \$ _____	Pers. Vehicle \$ _____ Registration \$ _____ Ground \$ _____ Public Trans \$ _____ Rental Car \$ _____ Other \$ _____
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Total Request: \$ _____

Request excess lodging rate to: \$ _____ **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 Director demonstrating that no additional costs will be incurred by the State? Yes (attached) No

How many employees will be attending the same meeting? _____ Training Session? Yes No

Is this employee-requested training? Yes No

If "yes", has the Department ensured that the employee is not granted approval of overtime (NAC 284.258)? Yes No

WAS TRIP APPROVED IN THE CURRENT D.E.A.? Yes No **AMOUNT:** \$ _____ **Page#** _____

If "no" please explain: _____

PROJECT CHARGED

ORG		SUBORG	APPR. UNIT		JOB #
<i>DIV</i>	<i>FS</i>	<i>PROJ</i>	<i>BUDGET</i>	<i>CAT</i>	<i>LOC</i>

_____ SUPERVISOR'S APPROVAL	_____ DATE
_____ BUREAU CHIEF'S APPROVAL	_____ DATE
_____ FISCAL STAFF'S REVIEW	_____ DATE
_____ DIRECTOR'S APPROVAL	_____ DATE