

EMPLOYEE TRAVEL REQUEST

TRAVEL REQUESTS MUST BE SUBMITTED TO THE CONTROLLER'S OFFICE AT LEAST TEN (10) DAYS PRIOR TO TRAVEL.

Instructions for Use: This request must be completed prior to registration and/or reservations being made. Reimbursement for traveling expenses may not be secured without the authorizations listed on this form. All copies of this form should be forwarded by the department through the proper dean, director or administrative office of this approval to the Controller's Office, 7000 Dandini Blvd, RDMT 318, Reno, NV 89512, telephone 775-673-7155, fax 775-673-7085.

Please check one: <input type="checkbox"/> In-state <input type="checkbox"/> In-state with registration <input type="checkbox"/> Out-of-state <input type="checkbox"/> Out-of-state with registration <input type="checkbox"/> Foreign

EMPLOYEE TRIP INFORMATION

Employee ID	Job Title
Employee Name	Department
Departure Date	Return Date
Destination	Method of Travel
Purpose of Trip <i>(If a conference or meeting is involved, give the name of the organization, location and time of the meeting, etc.)</i>	

REGISTRATION AND LODGING INFORMATION

PLEASE ATTACH A DPO WITH THE REGISTRATION FORM.

Registration Fee Amount	Issue a Check Payable to		
Disposition of Registration Fee Payment	Mail	Pick-up	Paid with purchasing card

Truckee Meadows Community College reimburses lodging (excluding taxes), meals and incidental expenses for U.S. travel according to the federal per diem rates as published by the U.S. General Services Administration, information available at <http://www.gsa.gov/>. The U.S. Department of Defense establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. For more information on non-foreign rates, visit DOD's Per Diem, Travel and Transportation Allowance website at www.defensetravel.dod.mil/perdiem/. Foreign travel rates are established by the U.S. Department of State, information available at http://aoprals.state.gov/web920/per_diem.asp. These rates are the **MAXIMUM** allowable reimbursement for employee travel as legislated by Senate Bill 210 passed by the 2007 Nevada Legislature.

Please attach printed screen information from the appropriate website (GSA, DOD, State Department) to this form to verify the amount of travel and per diem requested.

ACCOUNTS TO BE CHARGED

FUND	AGCY	ORG	OBJT	SOBJ	BACC	Description	Amount

I understand that I must submit a travel claim within ten (10) days after completion of the trip with remittance of any balance due the college. If no travel claim is submitted, I will be liable for the full amount of any subsequent costs through payroll deductions. I further understand that no aspect of personal travel may be billed to or reimbursed by the college.

APPROVALS

Transportation	Traveler's Signature	Date
Per Diem	Approved by	Date
Lodging	Appropriate Cabinet Authorization	Date