Print Form

NV-FNM-001e
File Code: 360-18-12
(3/2006)

Request & Approval Form

(To attend Conferences, Meetings, Workshops, and Training)

Name of Employee:	
Title & Duty Station:	
Mark only one	☐ Workshop ☐ Meeting ☐ Conference ☐ Training

Section I. Basic Information of Training

1. Name of Conference/Meeting/Workshop/Training	2. Location	3. Date of Request

4. Justification to Attend (See 7 categories below)	Number:	5. Actual Date(s) of Travel

Section II. Travel Costs

6. Per Diem Costs (Lodging + M&IE)	Per Diem Rate	# Days	Amount
http://www.gsa.gov/Portal/gsa/ep/home.do?tabID=0		0	$ 0.00

7. Transportation Costs (Airfare Cost)	One way Cost	# Trips (2=Round Trip)	Amount
http://apps.fss.gsa.gov/citypairs/search/		0	$ 0.00

8. Local Transportation (shuttle, taxi, tips etc.)	Amount
9. Miscellaneous Travel Expenses (room taxes, phone calls, laundry after a three day stay, etc.)	Amount
10. Rental Car Needed Need prior approval from State Administrative Officer. ☐ Yes ☐ No	Amount
11. Registration/Tuition If registration needs payment, send **ALL** information with request. Does State Office need to register employee? ☐ Yes ☐ No	Amount
12. Total Travel Costs	Amount $ 0.00

**Justification: Acceptable justification for consideration of "approval for government time and expense" basis include: 1. Receiving an award, citation or commendation, 2. Receiving a scholarship, 3. Presenting a topical paper or poster, 4. Member of the STC Staff, 5. Training (providing or fulfilling a training need), 6. Job Performance, 7. Other

By requesting attendance at the above listed training session, conference, or workshop, in order to receive the identified "training", the employee accepts the responsibility for participating in all activities for the full period of the session. Following attendance, the employee will provide to his/her supervisor a statement of how the increased knowledge, skill, or ability obtained as a result of the training opportunity will benefit NRCS in Nevada.

Nevada NRCS employees will be held accountable for demonstrating improved effectiveness and/or efficiency in the performance of their job responsibilities as a result of attending a training session.

Section III. Levels of Approval

Immediate Supervisor: _____ **Date:** _____

AC/Second Level Supervisor: _____ **Date:** _____

Section IV. For Financial Management and STC use only

Financial Approval: _____ ***Date:*** _____

Accounting / Fund Code _____

State Conservationist _____ **Date:** _____