

OCC OUT OF STATE TRAVEL REQUEST

DIVISION					
DATE SUBMITTED				<input checked="" type="checkbox"/> OUT OF STATE	
Class/		/Department/		/Sub Acct./	
				<input type="checkbox"/> INTERNATIONAL	
APPLICANT			TITLE		
NAME OF EVENT			LOCATION		
DATE OF EVENT			MEETING AT LODGING		YES NO
MODE OF TRANSPORTATION		AIR _____ STATE VEHICLE _____ PERSONAL VEHICLE _____ OTHER _____		DEPARTURE DATE: RETURN DATE:	
ESTIMATED COST					
TRANSPORTATION	PER DIEM	LODGING	OTHER	FEDERAL REIMBURSEMENT	TOTAL
JUSTIFICATION FOR TRIP					
Early-bird registration available			YES NO		
_____			_____		
DIVISION DIRECTOR'S SIGNATURE			EXECUTIVE DIRECTOR'S SIGNATURE		
FUNDING					
Funding Source					
Commission Approval				DATE	
APPROVED BY CONSERVATION COMMISSION on _____					
or					
APPROVED BY CONSERVATION COMMISSION CHAIRMAN _____					
And RATIFIED BY CONSERVATION COMMISSION _____					
Notes:					
APPROVING SIGNATURE				DATE	

**OKLAHOMA CONSERVATION COMMISSTION
AIRLINE RESERVATION INFORMATION**

Employee Name	<input type="text"/>			
Employee ID Number	<input type="text"/>			
Departure City	<input type="text"/>			
Arrival City	<input type="text"/>			
Depature Date	<input type="text"/>	Time	<input type="text"/>	± 2 hrs
Return Date	<input type="text"/>	Time	<input type="text"/>	± 2 hrs
Do you need a rental car?	<input type="text"/>			
Do you need us to find a hotel?	<input type="text"/>			

Car Rental Information				
Car Type	<input type="text"/>			
Pick-up Date	<input type="text"/>	Time	<input type="text"/>	
Drop-off Date	<input type="text"/>	Time	<input type="text"/>	

Hotel Information						
Check-in Date	<input type="text"/>					
Check-out Date	<input type="text"/>					
Find hotel within # of miles	<input type="text"/>	of	Airport	<input type="text"/>	or Location	<input type="text"/>
Location address	<input type="text"/>					

*Note: Hotel information only needs to be filled in if you do not have a designated hotel.