

# ESSENTIAL OUT OF STATE TRAVEL REQUEST

DIVISION \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

OUT OF STATE, WITHIN USA  
 INTERNATIONAL

APPLICANT \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

EVENT SPONSOR \_\_\_\_\_

LOCATION \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

MEETING AT LODGING SITE  YES  NO

DISCOUNT FOR EARLY REGISTRATION  YES  NO

### MODE OF TRANSPORTATION

AIR     STATE VEHICLE     PERSONAL VEHICLE     OTHER: \_\_\_\_\_

### ESTIMATED COST

TRANSPORTATION \_\_\_\_\_

OTHER \_\_\_\_\_

LODGING \_\_\_\_\_

PER DIEM \_\_\_\_\_

TOTAL \_\_\_\_\_

*\*Total Field Auto-calculates*

DEPARTURE DATE \_\_\_\_\_

RETURN DATE \_\_\_\_\_

JUSTIFICATION FOR TRIP \_\_\_\_\_

DIVISION DIRECTOR'S SIGNATURE \_\_\_\_\_

EXECUTIVE DIRECTOR'S SIGNATURE \_\_\_\_\_

FUNDING SOURCE: FUND CLASS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SUB-ACCOUNT \_\_\_\_\_

### APPROVAL

APPROVED BY CONSERVATION COMMISSION

OR

APPROVED BY CONSERVATION COMMISSION CHAIRMAN

DATE \_\_\_\_\_

RATIFIED BY CONSERVATION COMMISSION ON: \_\_\_\_\_

Notes: \_\_\_\_\_

OKLAHOMA CONSERVATION COMMISSION  
AIRLINE, LODGING, AND RENTAL CAR RESERVATION INFORMATION

Employee Name	_____
Employee ID Number	_____

Departure City _____	
Arrival City _____	
Depature Date _____	Time (± 2 hrs) _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Return Date _____	Time (± 2 hrs) _____ <input type="checkbox"/> am <input type="checkbox"/> pm

Do you need a rental car? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you need us to find a hotel? <input type="checkbox"/> YES <input type="checkbox"/> NO
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<u>Car Rental Information</u>	
Car Type _____	
Pick-up Date _____	Time _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Drop-off Date _____	Time _____ <input type="checkbox"/> am <input type="checkbox"/> pm

<u>Hotel Information</u>	
Check-in Date _____	Check-out Date _____
Find hotel within _____ miles of the following location: _____	
<i>*Note: Hotel information needed only if you do not have a designated hotel and we need to find lodging for you.</i>	