Nebraska Task Force 1 – Form (11/29/16)

Request to Attend – NETF1

1. Name (print):_____ Position: _____
2. Conference / Course Information
   A. Title: _____
   B. Date(s):_____
   C. Location: _____
   D. List Duty Days Absent: _____
3. Projected Cost:

Air Fare/Departure City:	Lodging:
POV: (.535 Per Mile)	Registration Fee:
Per Diem:	Other:
**Rental Vehicle:	**Projected TOTAL Cost:**
** Registration Deadline (if applicable):	(mm/dd/yy)

PER DIEM

http://www.gsa.gov/portal/category/100120

Go to the GSA web site, enter the City and State that you will be traveling to and click "Find Per Diem Rates". A table for that location will come up. The far right column of the table is titled "**Meals & Inc. Exp.****" The amount in that column is your daily Per Diem allowance. If you click on the column heading it will bring up a table that shows how that total breaks down by meal.

_____ _____/_____/_____

Your Signature Date

*** Must submit **30** days prior to travel***

Special Response Chief / US&R Program Manager

☐ Approval ☐ Denial

_____/_____/_____

Date (Indicates Review)

_____

Signature Comments

Reason for Denial:_____

For Administrative Use ONLY:

☐Approved ☐Denied _____ _____/_____/_____

LFR Department Director Date

EMW #:_____

Account #:_____ US&R Funded: ☐ YES ☐ NO

If you would like a copy of this form emailed to you, enter your email address: