

A paved road with double yellow lines winding through a lush green forest. The road is dark asphalt and curves gently to the right. The surrounding area is filled with dense, vibrant green trees and foliage, creating a serene and natural setting. The lighting is bright, suggesting a sunny day.

YOUR GUIDE TO TRAVELING

For the Clark County School District

VEHICLE RENTAL



- Vehicle Rental Request Form
- Out-Of-District Travel Request – CCF-145
- Out-Of-District Student Activity Authorization – CCF-460 (if applicable)
- Do Not Submit Shopping Cart
- Fax Vehicle Rental Request Form & CCFs to Accounting 799-5396 or Purchasing 799-5018

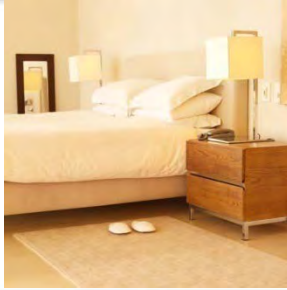
CHARTER BUS RENTAL

✓ Complete a Confirmation form from Charter Bus Company

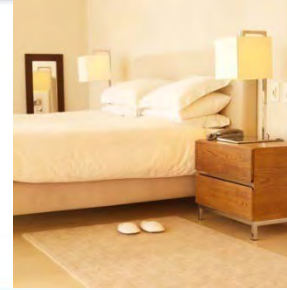
- Ryan's Express: 795-7021
- CUSA KTCS LLC (Coach USA): 948-7373
- Triple J Tours: 261-0131
- Showtime Charter: 933-3381
- LD Tours: 870-5530/245-5530
- Silver State Coach: 257-1166

✓ Complete the Following CCSD Forms:

- Out-Of-District Travel Request – CCF-145
- Out-Of-District Student Activity Authorization – CCF-460 (if applicable)
- Submit Shopping Cart with the above forms to Purchasing



HOTEL



- ✓ Confirmation of Reservation from Hotel

- ✓ Complete the following CCSD Forms:
 - Out-Of-District Travel Request – CCF-145
 - Out-Of-District Student Activity Authorization – CCF-460 (if applicable)
 - Submit Shopping Cart with above forms to Purchasing



AIRLINE

- Contact Airline and Make Reservation
- If each ticket is less than \$1,000 use your Schools/Departments Procurement Card
- Large Group (10 or more) – Contact the District’s Contracted Travel Agencies –
Prestige Travel at (702)- 253-9909 or Christopherson Travel at (866)-327-7650
- Large Group – Submit Shopping Cart to Purchasing

CONFERENCE, TRAINING, OR SEMINAR

✓ Submit the following:

- Information on the Conference or Seminar
- Out-Of-District Travel Request – CCF-145
- Out-Of-District Student Activity Authorization - CCF-460 (if applicable)
- Registration form for each attendee
- Submit Shopping Cart with the above forms to Purchasing

HIRING CONSULTANTS



For questions, additional information, or face-to-face training, complete a training request form