

A paved road with double yellow lines winding through a lush green forest. The road is dark asphalt and curves gently through the trees. The foliage is dense and vibrant green, with some sunlight filtering through the leaves. The overall scene is peaceful and scenic.

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

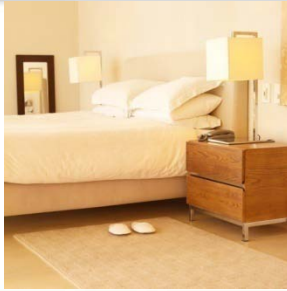
CHARTER BUS RENTAL

✓ Complete a Confirmation form from Charter Bus Company

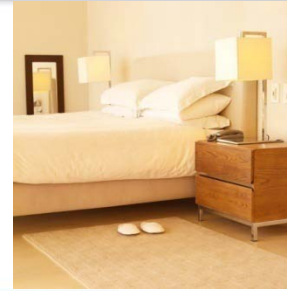
- Ryan's Express: 795-7021
- CUSA KTCS LLC (Coach USA): 948-7373
- Triple J Tours: 261-0131
- Showtime Charter: 933-3381
- LD Tours: 870-5530/245-5530
- Silver State Coach: 257-1166

✓ 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

TRAVEL



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