



1500 COLLEGE PARKWAY
ELKO, NV 89801

NON-AGENCY PERSONNEL TRAVEL CLAIM FORM

In-State (and out-of-state) Travel

First Name: _____ Last Name: _____

Telephone: _____

Mailing Address: _____

City _____ State _____ Zip _____

Name of Event: _____ Location: _____

Date/Time Left Home: _____ Date/Time Returned Home: _____

(ATTACH DETAILED ITINERARY OF CONFERENCE/WORKSHOP, etc.)

State Rate, Receipts Required:

of Breakfasts: _____ x \$16.00 = _____

of Lunches: _____ x \$19.00 = _____

of Dinners: _____ x \$28.00 = _____

(Above rates are for Elko, Nevada)

Receipts Needed for:

Shuttle or Taxi _____

Airfare/Baggage fee _____

Parking _____

Registration/Dues _____

Stipend _____

Mileage: # of Miles _____ x .76 cents = _____

Lodging: # of nights: _____ x State/(out-of-state approved) rate: \$113.00 = _____

(Receipts required for out-of-state travel)

(plus tax)

Total amount of this claim: _____

Traveler's signature

Date

Authorized GBC Signature

Please attach receipts and return to:

Date: _____

Attn: _____

Great Basin College

1500 College Pkwy

Elko, NV 89801

Phone: (775) _____

Fax: (775) _____

Account# to charge: _____