

SECTION 1 - Applicant Information

(As it appears on your picture ID)

First Name: **Last Name:** **M.I.:**

Gender: Female Male **Date of Birth:** (MM/DD/YYYY) **Course Start Date:** (MM/DD/YYYY)

E-Mail Address: (For Flight Confirmation) **Phone Number:** (2 numbers required)
Home/Work: **Cell:**

Home Address:
Street: **City:** **State:** **ZIP:**

SECTION 2 - Travel Preference

All flight departures will be booked to arrive the Sunday before course start date and depart the Friday after the completion of the course! Please consider Time Zone Difference.

Local Airport (City/State): **Airport Code:**

Local Departure Date: (SUNDAY) **Las Vegas Departure Date: (FRIDAY)**

SELECT TIME

6am - 10am 10am - 3pm
 3pm - 6pm After 6pm

SELECT TIME

6am - 10am 10am - 3pm
 3pm - 6pm After 9pm

Known Traveler Number:

All travel arrangements are made in accordance with the U.S. Federal Travel Regulations (FTR). Southwest Airlines is the preferred airline and will be used whenever possible. CTOS will attempt to fulfill all travel requests, however flight reservations are limited by flight availability and price.

Students who desire to travel outside of standard travel dates/times, may change their tickets at their own expense. To reduce potential for additional costs, changes should be made directly with the airline within 24 hrs.

All costs incurred due to missed flights will be at student(s) expense.

Students who cancel their flight must reschedule with CTOS within one year of original purchase date or will be responsible for the entire ticket price.

Tickets are non-refundable and non-transferable.

SECTION 3 - Personally Owned Vehicle (POV):

FILL OUT THE FOLLOWING INFORMATION ONLY IF YOU ARE TRAVELLING IN A POV

Closest Local Airport: (For FTR Comparable Cost)

City/State: **Airport Code:**

Expected Arrival Date to Las Vegas: **Expected Departure Date from Las Vegas:**

All travel reimbursements are in accordance with U.S. Federal Travel Regulations (FTR). If you choose to drive a POV, you will be reimbursed only up to comparable airfare cost. Normal arrival to Las Vegas is the Sunday prior to the class start date and no later than 9:00p.m. PST.

[Click the button to save the document to your computer,](#)
[after saving, email the form to \[ctosreg@nv.doe.gov\]\(mailto:ctosreg@nv.doe.gov\)](#)

For questions regarding Travel, call (877) 963-2867 or (702) 295-3224
For urgent matters after 5pm PST or on weekends, please call (702) 409-9087