



**MONTHLY TRIP REPORT  
COMMERCIAL USE AUTHORIZATION  
Sequoia and Kings Canyon National Parks**  
Attn: Commercial Services Office  
Email: [seki\\_cua@nps.gov](mailto:seki_cua@nps.gov)



For \_\_\_\_\_ / \_\_\_\_\_  
(Month /Year)

1. CUA INFORMATION:

CUA Number:  
Services Provided: (As it appears on your authorization.)

2. CONTACT INFORMATION:

Owner Name:	Authorized Agent:
Legal Business Name:	Email (business):
Mailing Address (Street Address):	Email (contact person):
(City, State, Zip Code)	
Phone	Fax

**VISITOR USE INFORMATION**

3. VISITORS AND/OR TRIPS:

[Complete the Monthly Trip Report Summary table on page 2 to report monthly visitor use numbers and additional details.]

**INJURY INFORMATION**

4. Did any reportable injuries occur during your trips this reporting period?  Yes  No

If "Yes", please use a separate sheet of paper to report the date of the incident and a brief statement of the incident. Include a description of the activity taking place at the time of the injury, the type of injury, and the action taken to provide patient care. Please include the sex and age of the patient (omit the patient's name). A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.

5. **SIGNATURE: False, fictitious or fraudulent statements or representations made in this report may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). Authorized Agents must attach proof of authorization to sign below.**

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name

Title



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**Non Stock Monthly Trip Report Summary**

Company Name:

WW CSD Balance Remaining at Month's End:

Additional Use Planned Within the Current Year (Yes/No):

MWMA CSD Balance Remaining at Month's End:

**A commercial service day (CSD) is one visitor spending part or all of a day in the parks as a client of a commercial service provider.**

Date (MM/DD/YY)	Trip Identifier (Trip # / Client Name)	Wilderness Permit Number	# of Staff	Pack Stock Supported?	Activity Code	# of Clients	# of WW CSDs	# of MWMA CSDs	If CSD Exempt, list why (Admin, Educ., De Minimis etc.)	Wilderness Travel Zones (all the zones passed through on each day)	Comments (Location, event, etc.)
Total											



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**NOTICES  
Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 U.S.C. 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your impact to park resources and compliance with park regulations and limitations. We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. . We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192.

**Estimated Burden Statement**

We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not submit your form to this address, but rather to the address at the top of the form.

A report is required for each Commercial Use Authorization (CUA) issued. These instructions correspond to the numbered questions in Form 10-660A.

Monthly Trip Reports are due monthly on the 15<sup>th</sup> of each month for the preceding month. Completed form should be submitted electronically to the Commercial Services Office at [seki\\_cua@nps.gov](mailto:seki_cua@nps.gov).

1. Enter the CUA number and the service(s) you are authorized to provide as it appears on the CUA.
2. Enter the CUA contact information.
3. Complete the Monthly Trip Report Summary table on page 2 to report monthly visitor use numbers and additional details, following the instructions on the next page. If no trips occurred in the parks for the month, then enter "0" for the number of visitors and/or trips..
4. Provide details of any reportable injuries incurred by the holder, the employees of the holder, or clients within the park during the reporting period.
5. Signature of business owner or authorized agent.



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**MONTHLY TRIP REPORT SUMMARY TABLE INSTRUCTIONS:**  
**In the case of multiple trips in a month, each can be reported on a separate page.**

1. **Company Name:** Enter the company name.
2. **Additional Use:** Report if you plan to conduct any additional trips within the current year.
3. **WW CSD Balance Remaining at Month's End:** Enter the balance of your company's Wilderness Wide CSD Allocation for the current year that remains at the end of this month's report.
4. **MWMA CSD Balance Remaining at Month's End:** Enter the balance of your company's Mt. Whitney Management Area CSD Allocation for the current year that remains at the end of this month's report.
5. **Date:** Record each day where use occurred in the park. **Use a separate line for each day of a trip..** Example: 06/01/22.
6. **Trip Identifier:** Name each trip, using client name or another unique identifier. For example, this could be the advertised trip name/number or last name of hiring client.
7. **Wilderness Permit Number:** Provide the number of the wilderness permit obtained by hiring party or clients. Record N/A if the trip was a day trip for which a wilderness permit was not required.
8. **Number of Staff:** Provide the total number of staff serving clients on this day.
9. **Pack Stock Supported:** If the trip used pack stock support enter the company name of the authorized stock provider. Otherwise enter "No".
10. **Activity:** Describe the type of trip from options: backpacking (B), day hiking (H), mountaineering (M), backcountry ski mountaineering (ST), Nordic activities (XC), fishing (F), photography (P), and portering (D).
11. **Number of Clients:** Provide the total number of clients under your care on this day.
12. **Number of Wilderness Wide Commercial Service Days (WW CSDs):** Enter the total number of CSDs debited against the Permit Holder's WW CSD Allocation for this day. The number of CSDs would equal the total number of clients reported that day. If any portion of the day was spent in the MWMA during the wilderness permit quota period, enter CSDs as MWMA and input "0" for the number of WW CSDs. For proposed *de minimis* entry trips, input "0" for the number of CSDs.
13. **Number of Mt. Whitney Management Area Commercial Service Days (MWMA CSDs):** If any portion of the day was spent in the MWMA, it should be counted. Enter the total number of CSDs debited against the Permit Holder's MWMA CSD Allocation for this day. The number of CSDs would equal the total number of clients reported that day. If no portion of a day was spent in the MWMA during the wilderness permit quota period, enter CSDs as WW and input "0" for the number of MWMA CSDs. For proposed *de minimis* entry trips, input "0" for the number of CSDs.
14. **CSD Exempt:** Indicate if this activity is exempt from the CSD requirement under one of the categories listed below by entering the type of exemption.
  - a. **Admin:** Administrative Trips are trips that support National Park operations, authorized concessions or other qualified government operations (i.e. scientific research). No CSDs are expended for Administrative Trips.
  - b. **Ed:** Educational Trips must offer academic goals related to environmental education as its primary purpose, a qualified educator to deliver the academic content, and offer an educational nexus to SEKI wilderness. Authorization of an Educational Trip must be issued prior to the trip date. No CSDs are expended for Educational Trips.
  - c. **De minimis:** Trips occurring on the Sierra Crest may be eligible for reporting under *de minimis* entry. *De minimis* entry is a term used by SEKI to distinguish use along the Sierra Crest where entry into the parks is unverifiable and too trivial or minor to merit consideration in reporting of CSDs. Travel along maintained trails does not qualify as *de minimis* entry.



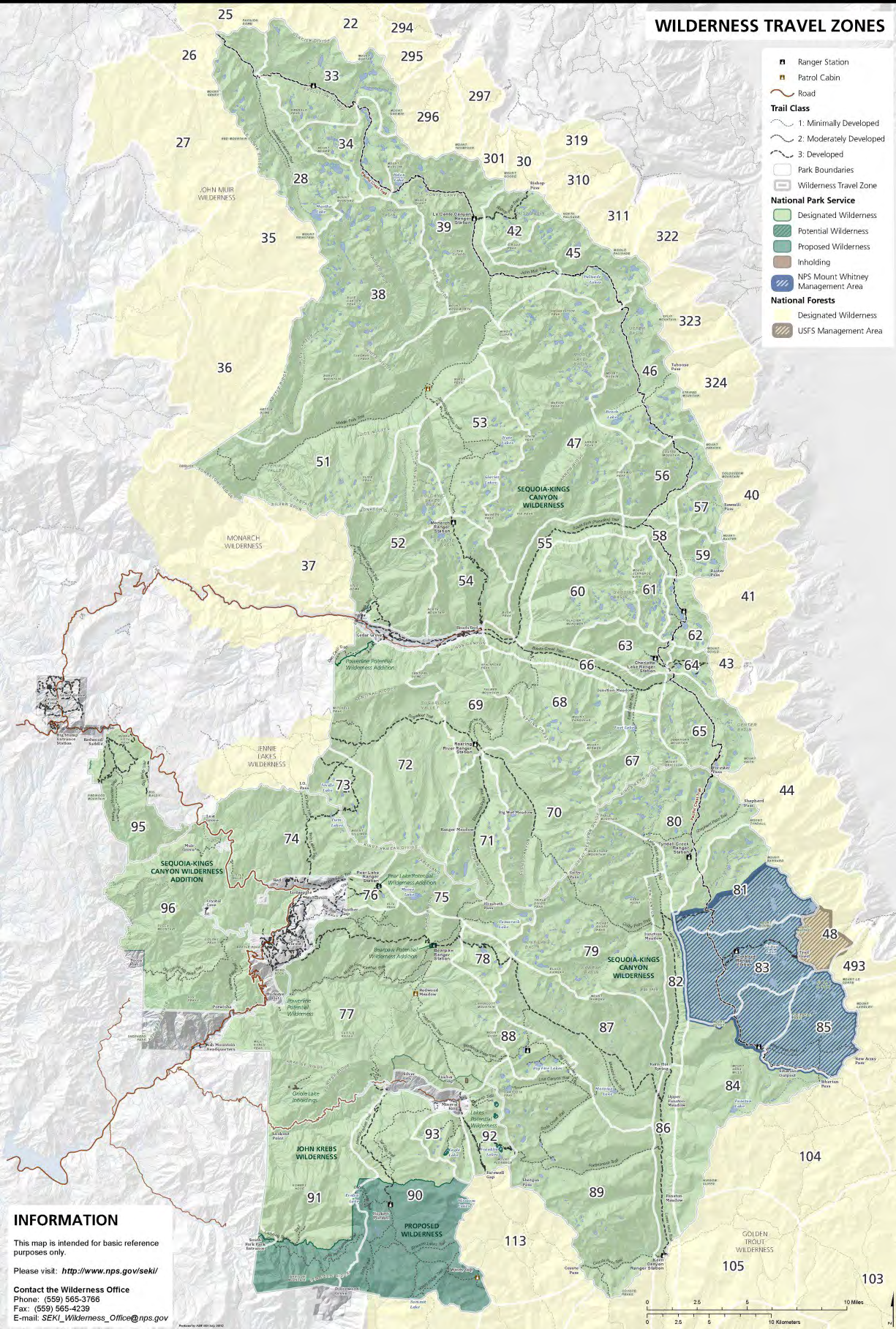
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d. "No Overnight Use" Trails are trails located within wilderness that are exempt from CSD limitations. These are limited to the following trails: Buena Vista, Big Baldy, Lost Grove, Muir Grove, Little Baldy, Tokopah Falls, Marble Fork Trails, and Giant Forest and Crystal Cave areas. Indicate trail name.

15. **Wilderness Travel Zones:** List **all** of the Wilderness Travel Zone(s) entered/traveled for that day. A Wilderness Travel Zones map has been provided in this report. Days spent exclusively in front-country during wilderness trips do not need to be reported.
16. **Comments:** Provide any trip information that helps to explain any irregularities or noteworthy events -- medical or search and rescue incidents, destination changes or trip re-routes, clients' camping at different location, or other information you feel is significant.





**INFORMATION**

This map is intended for basic reference purposes only.

Please visit: <http://www.nps.gov/seki/>

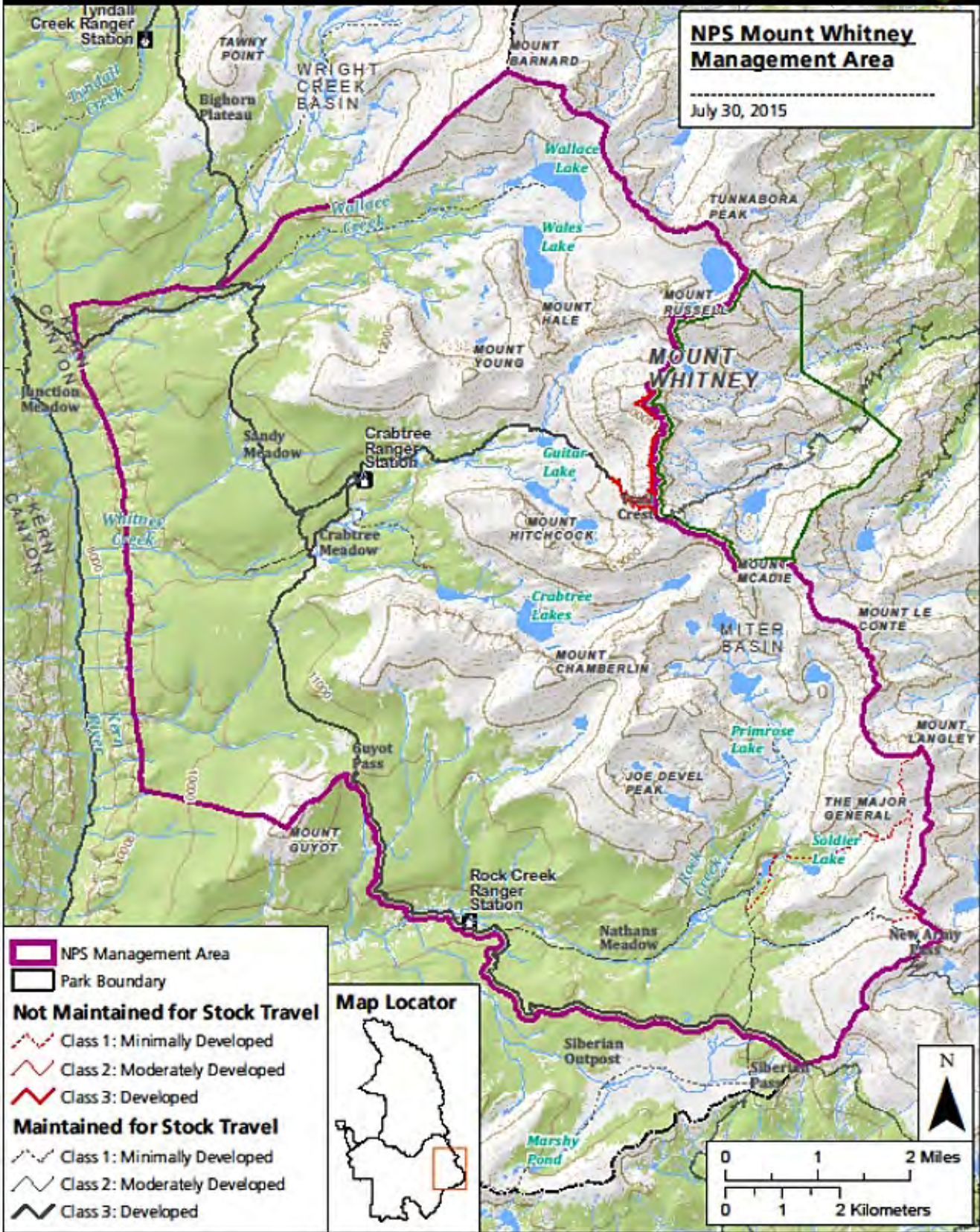
Contact the Wilderness Office  
Phone: (559) 565-3766  
Fax: (559) 565-4239  
E-mail: [SEKI\\_Wilderness\\_Office@nps.gov](mailto:SEKI_Wilderness_Office@nps.gov)





**NPS Mount Whitney  
Management Area**

July 30, 2015



- NPS Management Area
- Park Boundary
- Not Maintained for Stock Travel**
  - Class 1: Minimally Developed
  - Class 2: Moderately Developed
  - Class 3: Developed
- Maintained for Stock Travel**
  - Class 1: Minimally Developed
  - Class 2: Moderately Developed
  - Class 3: Developed

