



## OUT-OF-DISTRICT TRAVEL PRE-AUTHORIZATION & RECONCILIATION

(More than one name can be listed if per diem or other reimbursement will not be requested per individual, such as one-day trips.)

Name(s): \_\_\_\_\_ School / Dept: \_\_\_\_\_ ID No: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_ Destination: \_\_\_\_\_

PRE-AUTHORIZATION					RECONCILIATION	
DATE	TRAVEL START	MEETING START	MEETING END	TRAVEL END	ACTUAL START	ACTUAL END
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>ESTIMATED COSTS</b>					<b>ACTUAL COSTS</b>	
<b>AIRFARE:</b> (Including travel agency fees.)					<b>TOTAL COSTS</b>	<b>REIMBURSABLE TO EMPLOYEE</b>
Airline name: _____					\$	
<input type="checkbox"/> Travel agent used <input type="checkbox"/> No travel agent					\$	
Travel agent name: _____					<b>a.</b> \$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>VEHICLE:</b>					\$	
Number of students: _____					\$	
Number of staff: _____					\$	
Number of parents/volunteers/chaperones: _____					<b>b.</b> \$	\$
<input type="checkbox"/> Rental Car / Van					\$	
<input type="checkbox"/> Charter Bus					\$	
<input type="checkbox"/> Personal Vehicle					\$	\$
Estimated RT mileage _____ @ \$0.58 ¢ per mile.					Actual RT mileage of _____ miles.	
<b>LODGING:</b> (Incl. all taxes/fees)					\$	
Hotel name: _____					\$	
Number of rooms: _____					\$	
Number of nights: _____					<b>c.</b> \$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>REGISTRATION FEE:</b>					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>BOOKS / MATERIALS PURCHASED AT CONFERENCE:</b> (Maximum "not to exceed")					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>MEALS FOR STUDENTS:</b> (Estimated)					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>MEALS FOR EMPLOYEE:</b> (excludes 1 day trips)					\$	\$
g. See District website for Federal per diem table. h. Deduct allowed per diem for any meal(s) included in registration fee.					\$ (      )	\$ (      )
<input type="checkbox"/> Personal Card / Cash					\$	\$
(Per diem includes all gratuities, tips & miscellaneous costs.)					\$ (      )	\$ (      )
<b>Breakfast</b>		<b>Lunch</b>		<b>Dinner</b>		
Max: 25% of daily per diem allowed Depart before 6am or return after 11am		Max: 25% of daily per diem allowed Depart before 11am or return after 1:30pm		Max: 50% of daily per diem allowed Depart before 5:15pm or return after 8:30pm		
<b>TAXI, PARKING, TOLLS, GAS FOR RENTAL CAR / VAN, ETC:</b>					\$	
					\$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
<b>TOTAL EXPENSES FOR THIS TRIP:</b>					\$	\$
<b>ADVANCE REQUESTED:</b> (a,b,c,d,e,f,g,h, + i must exceed \$200)					\$	\$ (      )
<b>ADDITIONAL AMOUNT OWED TO EMPLOYEE:</b>						\$
<b>AMOUNT TO BE REFUNDED TO HCS:</b> (Attach check/money order)						\$ (      )
<b>FUNDING SOURCE(S) / ACCOUNT NUMBER(S)</b>				<b>AMOUNT</b>		<b>TOTAL ACTUAL COSTS</b>
				\$		\$
				\$		\$
<b>APPROVAL SIGNATURES</b>				<b>DATE</b>		<b>INITIALS</b>
<b>EMPLOYEE:</b>						DATE
<b>PRINCIPAL OR DEPT. HEAD:</b>						*
<b>EXECUTIVE DIRECTOR:</b> (Required)*						*
<b>CHIEF OFFICER:</b> (Required)*						*

Changes to estimated costs in excess of 10% requires re-approval by \* above. \* Must be approved prior to travel date.

Attach receipts as required.