



## 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		
	TRAVEL START	MEETING START	MEETING END	TRAVEL END	ACTUAL START	ACTUAL END	
DATE							
TIME	<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	
ESTIMATED COSTS					ACTUAL COSTS		
<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 @ \$0.655 ¢ 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.					<b>h.</b> \$ (   )	\$ (   )	
<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)						\$ (   )	
FUNDING SOURCE(S) / ACCOUNT NUMBER(S)				AMOUNT		TOTAL ACTUAL COSTS	
				\$		\$	
				\$		\$	
APPROVAL SIGNATURES				DATE		INITIALS	DATE
<b>EMPLOYEE:</b>							
<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.	

INSTRUCTIONS: The OOD Travel link is used for the electronic approval process only. • All travel advance requests and reconciled travel forms MUST be sent to the Procurement Clerk (Shenea Ward via courier to the DO or email travel@horrycountyschools.net) via courier or email for processing. Revised: 3/1/10 (\$ .50), 2/1/11 (\$ .51), 9/1/11 (\$ .555), 2/1/13 (\$ .565), 1/1/14 (\$ .56), 1/1/15 (\$ .575), 1/2/17 (\$ 0.535), 1/12/18 (\$ 0.545), 1/15/19 (\$ 0.58), 1/10/2020 (\$ 0.575), 1/8/2021 (\$ 0.56), 2/4/2022 (\$ 0.585), 8/2/2022 (\$ 0.625), 2/28/23 (\$ 0.655)