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**From:** Staton, Jennifer A  
**Sent:** Tuesday, July 25, 2017 2:01 PM  
**To:** 'Meyerhofer, Kelly'  
**Cc:** Foster, James H  
**Subject:** RE: FOIA for travel request forms

Kelly-

Thank you for your request for travel request forms filed by Beaufort County School District employees and Board of Education members from July 1, 2016 through June 30, 2017.

Travel request forms are essentially the first step an employee must take before taking an out-of-town trip. Each form must be considered and approved by the employee's supervisor prior to travel, and it must include the reason for the trip as well as estimates of all costs, including any mileage to be driven, registration costs if applicable, airfare if applicable, lodging if applicable and any other anticipated expenses.

If a trip is approved and taken, the employee's travel request form becomes supporting documentation in a larger package of documents that includes the documented reason for the trip, all travel-related receipts and a separate reimbursement form for any expenses incurred by the employee that were not paid in advance.

To respond to your request, each individual travel reimbursement will have to be identified by account number. Then a district employee will have to search our financial software system and find the employee's name, date of payment and check number. Then the district employee will have to search by check number to pull the complete travel reimbursement package for that specific trip, locate the original travel request form, copy it and then replace the travel reimbursement package in the files. It's worth noting that these travel reimbursement packages will have to be located among all other monthly district expenditures paid either by check or P-card.

As it currently stands, your request involves both in-state and out-of-state trips for the district's nearly 3,000 employees for the entire fiscal year. Therefore, it's likely that the staff cost of complying with your request will be considerable. We can move forward and give you an estimate of costs under your current request, or we can discuss possible ways to narrow its scope to reduce your costs and reduce the taxpayer-funded staff time needed to respond.

Please let us know how you wish to proceed.

Jennifer Staton, MS, CSP  
Risk Manager  
Beaufort County School District  
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**From:** Meyerhofer, Kelly [mailto:kmeyerhofer@islandpacket.com]  
**Sent:** Thursday, July 13, 2017 12:50 PM  
**To:** Staton, Jennifer A <Jennifer.Staton@beaufort.k12.sc.us>; Foster, James H <James.Foster@beaufort.k12.sc.us>  
**Subject:** FOIA for travel request forms

Hello Jennifer,

A FOIA attached for you.

Thanks,  
Kelly

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Kelly Meyerhofer  
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