

**REQUEST TO ATTEND OFFICIAL MEETING/CONFERENCE
RICHLAND COUNTY SCHOOL DISTRICT ONE**

NAME	<input style="width:100%;" type="text"/>	SCHOOL DEPARTMENT OFFICE	<input style="width:100%;" type="text"/>
OFFICIAL MEETING	<input style="width:100%;" type="text"/>		
BUSINESS PURPOSE FOR ATTENDING	<input style="width:100%;" type="text"/>		
MEETING LOCATION	<input style="width:35%;" type="text"/>	MEETING DATES	<input style="width:35%;" type="text"/>

ESTIMATE OF EXPENSES: REFER TO POLICY DJD, EXPENSE (TRAVEL) REIMBURSEMENTS

REGISTRATION PAYABLE TO	<input style="width:100%;" type="text"/>	AMOUNT	<input style="width:100%;" type="text"/>										
TRAVEL	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">AUTO</td> <td style="width:15%;">Miles X</td> <td style="width:10%;">p/mile</td> <td style="width:10%;">AIR</td> <td style="width:55%;">Vendor:</td> </tr> </table>	AUTO	Miles X	p/mile	AIR	Vendor:	AMOUNT	<input style="width:100%;" type="text"/>					
AUTO	Miles X	p/mile	AIR	Vendor:									
LODGING	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="5">Vendor:</td> </tr> <tr> <td style="width:30%;">Daily Rate</td> <td style="width:10%;">X</td> <td style="width:10%;">Days</td> <td colspan="2"></td> </tr> </table>	Vendor:					Daily Rate	X	Days			AMOUNT	<input style="width:100%;" type="text"/>
Vendor:													
Daily Rate	X	Days											
MEALS	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;">Expected Departure for Trip</td> <td style="width:15%;">Day:</td> <td style="width:15%;">Time:</td> <td colspan="2"></td> </tr> <tr> <td>Expected Return from Trip</td> <td>Day:</td> <td>Time:</td> <td colspan="2"></td> </tr> </table>	Expected Departure for Trip	Day:	Time:			Expected Return from Trip	Day:	Time:			AMOUNT	<input style="width:100%;" type="text"/>
Expected Departure for Trip	Day:	Time:											
Expected Return from Trip	Day:	Time:											

OTHER EXPENSES

Phone Calls	\$ <input style="width:80%;" type="text"/>	Parking	\$ <input style="width:80%;" type="text"/>		
Rental Car	\$ <input style="width:80%;" type="text"/>	Ground Transportation	\$ <input style="width:80%;" type="text"/>		
Baggage Handling	\$ <input style="width:80%;" type="text"/>	Non-Meal Gratuities	\$ <input style="width:80%;" type="text"/>		
		Other	\$ <input style="width:80%;" type="text"/>	Amount for Other	\$ <input style="width:100%;" type="text"/>

BUDGET TO CHARGE <input style="width:95%;" type="text"/>	ESTIMATED TOTAL \$ <input style="width:95%;" type="text"/>
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Employee	Request Advance	Yes	No	Signature	<input style="width:100%;" type="text"/>
APPROVED	Signature	<input style="width:100%;" type="text"/>		Date	<input style="width:100%;" type="text"/>

If prepayment(s) requested mark item(s) with *. Individual approving this request will send white copy of this form to the Finance Office for prepayment(s). Copy of approved form to be returned to the employee if prepayment(s) requested.
AN ACCOUNT SETTLEMENT FOR TRAVEL MUST BE FILED WITHIN FIVE WORKDAYS OF THE EMPLOYEE'S RETURN

Finance Use:
 White Copy to Finance Office for prepayment(s)
 Yellow Copy to Requester - attach to Travel Reimbursement Request form
 Pink Copy to Requester