



## 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>TOTAL COSTS</b>	<b>REIMBURSABLE TO EMPLOYEE</b>
<b>AIRFARE:</b> (Including travel agency fees.)			\$	<input type="checkbox"/> HCS Purch. Card	\$	
Airline name: _____			\$	<input type="checkbox"/> Purchase Order	\$	
<input type="checkbox"/> Travel agent used <input type="checkbox"/> No travel agent			a. \$	<input type="checkbox"/> Personal Card / Cash	\$	\$
Travel agent name: _____			\$	<input type="checkbox"/> Rental Car / Van	\$	
<b>VEHICLE:</b>			\$	<input type="checkbox"/> Charter Bus	\$	
Number of students: _____			\$	<input type="checkbox"/> Personal Vehicle	\$	\$
Number of staff: _____			b. \$			
Number of parents/volunteers/chaperones: _____			Estimated RT mileage @ \$0.70 ¢ per mile.			Actual RT mileage of _____ miles.
<b>LODGING:</b> (Incl. all taxes/fees)			\$	<input type="checkbox"/> HCS Purch. Card	\$	
Hotel name: _____			\$	<input type="checkbox"/> Purchase Order	\$	
Number of rooms: _____			c. \$	<input type="checkbox"/> Personal Card / Cash	\$	\$
Number of nights: _____			\$	<input type="checkbox"/> HCS Purch. Card	\$	
<b>REGISTRATION FEE:</b>			\$	<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	\$	
			e. \$	<input type="checkbox"/> Personal Card / Cash	\$	\$
<b>MEALS FOR STUDENTS:</b> (Estimated)			\$	<input type="checkbox"/> HCS Purch. Card	\$	
			\$	<input type="checkbox"/> Purchase Order	\$	
			f. \$	<input type="checkbox"/> Personal Card / Cash	\$	\$
<b>MEALS FOR EMPLOYEE:</b> (excludes 1 day trips)			g. \$	<input type="checkbox"/> Personal Card / Cash	\$	\$
g. See District website for Federal per diem table. h. Deduct allowed per diem for any meal(s) included in registration fee.			h. \$ (   )	(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	\$	
			i. \$	<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>						<b>DATE</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 (Andrea Cannon) via courier to the DO or email [travel@horrycountyschools.net](mailto:travel@horrycountyschools.net) via courier or email for processing. Revised: 3/1/10 (\$0.50), 2/1/11 (\$0.51), 9/1/11(\$0.555), 2/1/13 (\$0.565), 1/1/14 (\$0.56), 1/1/15(\$0.575), 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), 1/1/24 (\$0.67) 2/21/25 (\$0.70)