



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
ESTIMATED COSTS					ACTUAL COSTS	
AIRFARE: (Including travel agency fees.)					TOTAL COSTS	REIMBURSABLE TO EMPLOYEE
Airline name: _____					\$	
<input type="checkbox"/> Travel agent used <input type="checkbox"/> No travel agent					\$	
Travel agent name: _____					a. \$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
VEHICLE:					\$	
Number of students: _____					\$	
Number of staff: _____					\$	
Number of parents/volunteers/chaperones: _____					b. \$	\$
<input type="checkbox"/> Rental Car / Van					\$	
<input type="checkbox"/> Charter Bus					\$	
<input type="checkbox"/> Personal Vehicle					\$	\$
Estimated RT mileage @ \$0.725 ¢ per mile.					Actual RT mileage of _____ miles.	
LODGING: (Incl. all taxes/fees)					\$	
Hotel name: _____					\$	
Number of rooms: _____					\$	
Number of nights: _____					c. \$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
REGISTRATION FEE:					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
BOOKS / MATERIALS PURCHASED AT CONFERENCE: (Maximum "not to exceed")					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
MEALS FOR STUDENTS: (Estimated)					\$	
					\$	
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Purchase Order					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
MEALS FOR EMPLOYEE: (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.)					\$ ()	\$ ()
Breakfast		Lunch		Dinner		
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		
TAXI, PARKING, TOLLS, GAS FOR RENTAL CAR / VAN, ETC:					\$	
					\$	\$
<input type="checkbox"/> HCS Purch. Card					\$	
<input type="checkbox"/> Personal Card / Cash					\$	\$
TOTAL EXPENSES FOR THIS TRIP:					\$	\$
ADVANCE REQUESTED: (a,b,c,d,e,f,g,h, + i must exceed \$200)					\$	\$ ()
ADDITIONAL AMOUNT OWED TO EMPLOYEE:						\$
AMOUNT TO BE REFUNDED TO HCS: (Attach check/money order)						\$ ()
FUNDING SOURCE(S) / ACCOUNT NUMBER(S)				AMOUNT		TOTAL ACTUAL COSTS
				\$		\$
				\$		\$
APPROVAL SIGNATURES					DATE	
EMPLOYEE:						INITIALS
PRINCIPAL OR DEPT. HEAD:					*	DATE
EXECUTIVE DIRECTOR: (Required)*					*	
CHIEF OFFICER: (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 (Jennah Boland) 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 (\$.55), 2/1/13 (\$.56), 1/1/14 (\$.56), 1/1/15 (\$.57), 1/2/17 (\$.53), 1/12/18 (\$.54), 1/15/19 (\$.58), 1/10/20 (\$.57), 1/8/2021 (\$.56), 2/4/2022 (\$.58), 8/2/2022 (\$.62), 2/28/23 (\$.65), 1/1/24 (\$.67) 2/21/25 (\$.70) 1/5/26 (\$.72)