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	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

ESTIMATED COSTS				ACTUAL COSTS TOTAL COSTS	ACTUAL COSTS REIMBURSABLE TO EMPLOYEE
AIRFARE: (Including travel agency fees.) Airline name: _____ ☐ Travel agent used ☐ No travel agent Travel agent name: _____		$	☐ HCS Purch. Card	$	
		$	☐ Purchase Order	$	
	a.	$	☐ Personal Card / Cash	$	$
VEHICLE: Number of students: _____ Number of staff : _____ Number of parents/volunteers/chaperones: _____		$	☐ Rental Car / Van	$	
		$	☐ Charter Bus	$	
	b.	$	☐ Personal Vehicle	$	$
		Estimated RT mileage ___ @ $0.76 ¢ per mile.		Actual RT mileage of _____ miles.	
LODGING: (Incl. all taxes/fees) Hotel name: _____ Number of rooms: _____ Number of nights: _____		$	☐ HCS Purch. Card	$	
		$	☐ Purchase Order	$	
	c.	$	☐ Personal Card / Cash	$	$
REGISTRATION FEE:		$	☐ HCS Purch. Card	$	
		$	☐ Purchase Order	$	
	d.	$	☐ Personal Card / Cash	$	$
BOOKS / MATERIALS PURCHASED AT CONFERENCE: (Maximum "not to exceed")		$	☐ HCS Purch. Card	$	
	e.	$	☐ Personal Card / Cash	$	$
MEALS FOR STUDENTS: (Estimated)		$	☐ HCS Purch. Card	$	
		$	☐ Purchase Order	$	
	f.	$	☐ 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.	g.	$	☐ Personal Card / Cash (Per diem includes all gratuities, tips & miscellaneous costs.)	$	$
	h.	$ ( )		$ ( )	$ ( )
Breakfast Max: 25% of daily per diem allowed Depart before 6am or return after 11am	**Lunch** Max: 25% of daily per diem allowed Depart before 11am or return after 1:30pm		**Dinner** 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:		$	☐ HCS Purch. Card	$	
	i.	$	☐ 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	INITIALS	DATE
EMPLOYEE:				
PRINCIPAL OR DEPT. HEAD:		*		
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($.555), 2/1/13 ($.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), 1/1/24 ($0.67) 2/21/25 ($.70) 1/5/26 ($.725)