

Richland County School District One

Guidelines for Out-of-Region Travel

Purpose: The guidelines are established to provide a framework for reviewing and approving out-of-region travel requests during the fiscal year.

1. Travel will be related to new and continuing programs approved by the Board and strategic initiatives. Examples: IB program, Reading Recovery, AVID, AP, Distance Learning, etc.
2. Travel will be related to student competition.
3. The number of attendees per site may be limited based on the total attending the conference/training.
4. Rental car will require written justification before approval is made.
5. The Chairperson will obtain approval via e-mail from committee members for date sensitive travel request if approval is required before the next scheduled meeting.
6. Out-of-region travel consists of travel outside of South Carolina, North Carolina and Georgia. Travel within Georgia, North Carolina and South Carolina requires only Cabinet-level approval.

Procedures for out of state travel will be as follows:

- A. A "Request to Attend" form should be completed, approved by your supervisor and Cabinet level administrator before being submitted to the OUT-OF-REGION TRAVEL Committee (Mail code 750 Financial Services). Request should be approved per Board Policy DJD.
- B. Attach the agenda for the seminar or conference to the Request to Attend form.
- C. All expenses to be listed on Request to Attend (even if paid from PO). If there is or is going to be a purchase order used to pay for any portion of the travel, it needs to be noted on the Request to Attend by listing the PO number or "To be paid by PO."
- D. An Out-of-Region Justification form needs to be completed and e-mailed to the appropriate Cabinet-level administrator. No request will be considered unless this form is completed. (See form on Budget or Finance web page.)
- E. Once the committee has approved the request it can be forwarded to accounts payable for processing and employee can make necessary arrangements.

If out-of-region travel is planned, you will need to complete the Request to Attend and forward to committee **at least one month prior** to intended trip, sooner if possible. This will allow time for the committee to review and for the employee to make appropriate plans.