

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

NAME	<input type="text"/>	SCHOOL DEPARTMENT OFFICE	<input type="text"/>
OFFICIAL MEETING	<input type="text"/>		
BUSINESS PURPOSE FOR ATTENDING	<input type="text"/>		
MEETING LOCATION	<input type="text"/>	MEETING DATES	<input type="text"/>

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

REGISTRATION PAYABLE TO	<input type="text"/>	AMOUNT	<input type="text"/>										
TRAVEL	<table border="1" style="width:100%"> <tr> <td style="width:10%">AUTO</td> <td style="width:15%">Miles X</td> <td style="width:15%">p/mile</td> <td style="width:10%">AIR</td> <td style="width:50%">Vendor:</td> </tr> </table>	AUTO	Miles X	p/mile	AIR	Vendor:	AMOUNT	<input type="text"/>					
AUTO	Miles X	p/mile	AIR	Vendor:									
LODGING	<table border="1" style="width:100%"> <tr> <td colspan="5">Vendor:</td> </tr> <tr> <td>Daily Rate</td> <td>X</td> <td>Days</td> <td colspan="2"></td> </tr> </table>	Vendor:					Daily Rate	X	Days			AMOUNT	<input type="text"/>
Vendor:													
Daily Rate	X	Days											
MEALS	<table border="1" style="width:100%"> <tr> <td style="width:40%">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 type="text"/>
Expected Departure for Trip	Day:	Time:											
Expected Return from Trip	Day:	Time:											

**OTHER EXPENSES**

Phone Calls	\$	<input type="text"/>	Parking	\$	<input type="text"/>	
Rental Car	\$	<input type="text"/>	Ground Transportation	\$	<input type="text"/>	
Baggage Handling	\$	<input type="text"/>	Non-Meal Gratuities	\$	<input type="text"/>	
			Other	\$	<input type="text"/>	
					Amount for Other	<input type="text"/>

<b>BUDGET TO CHARGE</b> <input type="text"/>	<b>ESTIMATED TOTAL</b> \$ <input type="text"/>
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Employee	Request Advance	Yes	No	Signature	<input type="text"/>
<b>APPROVED</b>	Signature	<input type="text"/>		Date	<input 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