

**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:10%">p/mile</td> <td style="width:10%">AIR</td> <td style="width:55%">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 style="width:30%">Daily Rate</td> <td style="width:10%">X</td> <td style="width:10%">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:35%">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"/>

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