

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

NAME	John Doe	SCHOOL DEPARTMENT OFFICE	Heyward Career Center
OFFICIAL MEETING	PLTW Instructor Training Course		
BUSINESS PURPOSE FOR ATTENDING	Instructor Certification		
MEETING LOCATION	Orlando, Florida	MEETING DATES	7/21-8/2-2019

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

REGISTRATION PAYABLE TO	Project Lead the Way	AMOUNT	\$ 2400.00
TRAVEL	AUTO 300 Miles X .545 p/mile AIR Vendor:	AMOUNT	\$ 163.50
LODGING	Vendor: Hampton Inn 5621 Windhover Drive, Orlando, Florida 32819 Daily Rate \$220.82 X 13 Days	AMOUNT	\$ 2870.66
MEALS	Expected Departure for Trip Day: 7/21/2019 Time: 8:00 am Expected Return from Trip Day: 8/2/2019 Time: 9:00 pm	AMOUNT	\$ 754.00

**OTHER EXPENSES**

Phone Calls	\$ 0	Parking	\$ 208.00
Rental Car	\$ 0	Ground Transportation	\$
Baggage Handling	\$	Non-Meal Gratuities	\$
		Other	\$
			Amount for Other \$ 208.00

BUDGET TO CHARGE	ESTIMATED TOTAL	\$ 6396.16
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Employee	Request Advance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature	John Doe
APPROVED	Signature		Date	

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