

Anderson County, South Carolina

TRAVEL REQUEST APPROVAL

ALL TRAVEL, INCLUDING DAY TRIPS, MUST BE PRE-APPROVED WHEN EXPENSES ARE INCURRED

Name: _____ Department: _____

Date of Request: _____ Date of Departure & Return: _____

Destination: _____

Purpose of Travel: _____

Method of payment for expenses: Advance Check (Preferred) County Credit Card Personal Money
· Complete Check Request portion of form · Notify Jan Holliday · Turn in all receipts to Finance

PRE-APPROVAL SIGNATURES

(All out-of-state travel requires the approval of the County Administrator.)

Employee: _____ Date: _____

Department Head: _____ Date: _____

Division Head: _____ Date: _____

Administrator: _____ Date: _____

TRAVEL ADVANCE CHECK REQUEST

Complete this portion of the form only if you wish to receive an advance check for expenses

All requests must be submitted to Accounts Payable 10 business days prior to departure

Anticipated Cost

Account Number

Transportation \$ _____ - _____ - _____ - 279

Lodging \$ _____ - _____ - _____ - 293

Meals \$ _____ - _____ - _____ - 236

Other \$ _____ - _____ - _____ - _____

TOTAL \$ _____

Means of Transportation: County Vehicle Private Vehicle
 Air Other

Please visit www.gsa.gov/perdiem for the most current per diem rates for meals and GSA rates for lodging in the area you will be visiting.

Upon return from travel, employees must complete the Expense Report and return any balance due to the County within 10 business days. Failure to return amount due to the County, will result in amount being withheld from the employee's next paycheck.

Please see Section 55-31 of the County Code of Ordinance for further details regarding the Travel Policy.

APPROVAL SIGNATURES FOR ADVANCE TRAVEL

(Routing must be in the order as below)

Department Head: _____

Division Head: _____

Finance Department: _____

Budgeted: Yes No

Administrator: _____