

HORRY COUNTY
REQUEST TO ATTEND CONFERENCES, CONVENTIONS OR SEMINARS

Purpose and Instructions: The purpose of this form is to obtain appropriate authorization to commit County funds to be spent to attend conferences, conventions or seminars. This form must be approved even if this item was included in the approved departmental budget request for the year. All costs associated with attending this training must be estimated and included on this form, including an estimate for the cost of gas if using a County vehicle. Supporting documentation must be included on or attached to this form, including the basis for calculating estimated costs. Costs shown on this form must be allowable and in accordance with the County's approved travel/ transportation policy. Please note that this policy specifies certain costs to be allowable only if they are advantageous to the County, and certain costs, such as usage of a personal vehicle, require advanced approval by the County Administrator.

Date form prepared: _____ **Date approved form is needed:** _____

Name of Conference/Convention/Seminar: _____

Date of Conference (also indicate travel dates and if vacation time will be requested): _____

Location and all planned methods of transportation: _____

Name and Job Title of Person attending: _____
(NO MORE THAN ONE PERSON CAN BE INCLUDED ON REQUEST FORM)

Division: _____ **Department:** _____

County benefit/requirement for attending: _____

Mandated: _____ **yes** _____ **no** **Explain:** _____

Estimated Costs:

Hotel: \$ _____ **Registration:** \$ _____ **Per diem (show calculation):** \$ _____
(Metro rate requires Division Director approval below)

Travel (include mode of transportation): \$ _____ **Misc (include description):** \$ _____
Gas cost should be estimated and included here if using a County vehicle

Total Estimated Costs: \$ _____ **Are Advance Travel Funds being requested?** _____
If "yes", requires completion of a separate form to be submitted to Finance

Approved in Budget: _____ **Account #:** _____

If no, explain: _____

Employee Signature

Date

Department Head Recommendation

Date

Approved _____ **Denied**

Division Director Recommendation

Date

Approved _____ **Denied**

Division Director Approval of Metro Rate for Per Diem _____ **Not Applicable** _____ **Approved**

A COPY OF THE CONFERENCE, CONVENTION, OR SEMINAR LITERATURE MUST ACCOMPANY THIS FORM, SHOWING HOTEL AND REGISTRATION COSTS, AND STATING THE DATES, TIMES AND TOPICS OF THE CLASSES, AND THE MEALS THAT ARE INCLUDED IN THE REGISTRATION FEE (IF ANY). SUPPORT FOR THE BASIS OF CALCULATING ALL ESTIMATED COSTS SHOWN ON THIS FORM MUST ALSO BE ATTACHED. THIS APPROVED FORM MUST ALSO BE ATTACHED TO THE TRAVEL EXPENSE REPORT SUBMITTED AFTER THE TRAINING IS ATTENDED.