

Office of Highway Safety and Justice Programs SRO Program Training Approval Request (Rev. 2/2024)

Grant Number:	Course Provider:	
Agency Name:	Course Location:	
Course Begin Date:	Course End Date:	
Name of Course:		
Name and address of Hotel providing lodging:		

As a reminder, requests for training not involving grant funds do not need prior approval. Any training credit transcripts or certificates received from training classes must be submitted to SROProgram@scdps.gov upon completion of training. It is the responsibility of the awardee to follow program requirements and to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

COST ESTIMATES PER INDIVIDUAL STATE-FUNDED (SF) SRO

Category	Estimated Amount	Instructions/N	Notes		
Registration					
Mileage		Do not duplicate mileage that will be included in monthly reimbursement			
Meals		Per State of SC Meal Reimbursement Guidelines – <u>Link to Chart</u>			
Lodging		Hotel Rate*:		GSA Rate:	GSA Rate Link
Cost per SRO		*Exclude taxes and surcharges in Hotel Rate box but include in estimate			
# of SF SROs		Include only State-Funded (SF) SROs in # of SF SROs box			
TOTAL COST					

NAMES OF STATE-FUNDED SCHOOL RESOURCE OFFICERS ATTENDING

SRO Full Name	Assigned School	SRO Name	Assigned School

Project Director Signature		Do	ate
*Note: This Form must be acco			at includes the cost of
registration or any other fees, t	from the Course Provider, in o	rder to be processea.	
FOR STATE USE ONLY			
FOR STATE USE ONLY			
Request Status: App	roved □ Denied		

Instructions on How to Fill Out Training Request Form:

Program Coordinator Signature and Date

- 1. Attendees must be State-Funded SROs
- 2. All fields must be filled out within the Form
- 3. Please email your program coordinator the signed request **BEFORE** the training for approval along with the course agenda and/or description that includes the cost of registration or any other fees.

Grants Accounting Signature and Date

PLEASE NOTE:

- Requests for training not involving grant funds do not need prior approval.
- Any training credit transcripts or certificates received from training classes must be submitted to <u>SROProgram@scdps.gov</u> upon completion of the training.
- It is the responsibility of the awardee to follow SRO Program requirements regarding training.
- It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds budgeted in the grant to attend the training event.
- This approval is for programmatic purposes only.
- In the event that the Hotel rate (excluding taxes and surcharges) is higher than the GSA rate, the law enforcement agency may request approval for exceeding travel expense limits utilizing the form on the following page.

APPROVAL FOR EXCEEDING TRAVEL EXPENSE LIMITS*

Provide below detailed itemized justification for exceeding lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate:

Full Name and Title of Traveling Employee(s)/Offi	icial(s): See attached Training Approval Request Form
Dates of Travel: Beginning	Ending
Justification:	
The GSA lodging rate for the training conference surcharges. The requested hotel lodging rate is \$ which is consistent with the training conference surrounding area. Additional optional justificatio	b per night excluding taxes and surcharges lodging rate of the host hotel and hotels in the
Due to the high seasonal demand and limited op for lodging is respectfully requested.	tions, approval for exceeding travel expense limits
Request Approval to Exceed Standard Travel Expe	ense Limits:
Signature of Local Agency Project Director	Signature of Local Agency Head
Printed Name:	Printed Name:
Date:	Date:
SCDPS OFFICIAL USE ONLY: Approval to Excee	ed Standard Travel Expense Limits:
	,
Authorized Signature of OHSJP SRO Program	Authorized Signature of Grants Accounting
Printed Name :	Printed Name :
Date:	Date:

* Travel Costs:

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at www.gsa.gov. Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. For training conferences that are approved by the SRO Program, if hotel rates in the area exceed the GSA established rates then the agency may submit the "Approval for Exceeding Travel Expense Limits" form to the SCDPS prior to travel for consideration. Approval to exceed the GSA rate must also be in accordance with the individual agency's policies and procedures and must first be reimbursed by the agency prior to submission to the OHSJP for reimbursement.