



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.

Category	Estimated Amount	Instructions/Notes
Registration		
Mileage		Do not duplicate mileage that will be included in monthly reimbursement
Meals		Per State of SC Meal Reimbursement Guidelines – Link to Chart
Lodging		<div> <div>Hotel Rate*:</div> <div></div> <div>GSA Rate:</div> <div></div> <div>GSA Rate Link</div> </div>
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		

[illegible]

Project Director Signature

Date

*Note: This Form must be accompanied by an attached agenda or course description that includes the cost of registration or any other fees, from the Course Provider, in order to be processed.

FOR STATE USE ONLY

Request Status: ☐ Approved ☐ Denied

Program Coordinator Signature and Date

Grants Accounting Signature and Date

Instructions on How to Fill Out Training Request Form:

- Attendees must be State-Funded SROs
- All fields must be filled out within the Form
- 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.

PLEASE NOTE:

- Reimbursements for lodging are limited to traditional hotel accommodations. Costs incurred through third-party booking sites (e.g., Airbnb, Vrbo, etc.) are not reimbursable under state grant guidelines.
- 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 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)/Official(s): See attached Training Approval Request Form

Dates of Travel: Beginning _____ Ending _____

Justification:

The GSA lodging rate for the training conference is \$_____ per night excluding taxes and surcharges. The requested hotel lodging rate is \$_____ per night excluding taxes and surcharges which is consistent with the training conference lodging rate of the host hotel and hotels in the surrounding area. Additional optional justification:

Due to the high seasonal demand and limited options, approval for exceeding travel expense limits for lodging is respectfully requested.

Request Approval to Exceed Standard Travel Expense Limits:

Signature of Local Agency Project Director

Signature of Local Agency Head

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

SCDPS OFFICIAL USE ONLY:

Approval to Exceed 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.