

**DENMARK TECHNICAL COLLEGE**

**STATEMENT OF POLICY**

**POLICY NUMBER:**  
**POLICY**

**5-1-005**

**REF. STATE BOARD**

**PAGE:**

**1 Of 4**

**POLICY TITLE:**

**TRAVEL POLICY**

**LEGAL AUTHORITY:**

**DIVISION OF RESPONSIBILITY:**

**FISCAL AFFAIRS**

                      
**NEW POLICY**

                     ✓  
**REVISED POLICY**

                     **2/19/2001**  
**DATE APPROVED BY COMMISSION**

                      
**President**

                      
**Date**

                      
**Chairperson**

                      
**Date**

**Original Signatures on file in the President's Office**

**REGULATIONS FOR REIMBURSEMENT FOR TRAVEL AND SUBSISTENCE  
EXPENSES**

**POLICY STATEMENT:**

To outline the procedure for obtaining approval and reimbursement for official travel and to publish State Budget and Control Board regulations concerning reimbursements.

These regulations apply to all employees of the State. Travel and transportation at public expense will be authorized only when officially justified and by those means which meet state Government requirements consistent with good management practices.

A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or justified in exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except when exigencies require otherwise

Reimbursement for expenses incurred for official travel will be at the rates authorized by the State Budget Control Board. Reimbursement for local travel is authorized; however, no reimbursement shall be made for meals within 50 miles of an employee's official workstation and/or residence. Transportation to and from points of arrival and departure will be accomplished by the most economical method. It is the duty and responsibility of each supervisor to insure compliance with these regulations.

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STATEMENT OF POLICY

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POLICY TITLE: TRAVEL POLICY

LEGAL AUTHORITY:

DIVISION OF  
RESPONSIBILITY: Fiscal Affairs

INITIAL APPROVAL DATE

2-19-2001  
DATE OF LAST REVISION

Leon Harden  
CHAIRPERSON

Frank Boyd-Scotone  
PRESIDENT

REGULATIONS FOR REIMBURSEMENT FOR TRAVEL  
AND SUBSISTENCE EXPENSES

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## PROCEDURE

1. Request to Attend form must be used for travel and must be completed with appropriate approvals.
2. Upon completion of travel, submit a Request for Reimbursement, Travel Support Document, with receipts, including a copy of the agenda, to the Business Office for reimbursement. Claims for reimbursement for subsistence and lodging must show time of departure and time of return to Denmark or residence.

### General Rules

1. Reimbursement - Employees of the State of South Carolina or any agency thereof while traveling on the business of the State shall, upon presentation of paid receipt, be allowed reimbursement for actual expenses incurred for lodging.

The employee shall also be reimbursed for the actual expenses incurred in the obtaining of meals except that such costs shall not exceed \$25.00 per day for in-state meals and \$32.00 for out-of-state meals.

Employees required by their agency head, as a part of their official duties, to attend statewide, regional, or district meetings with the area in which the employee is headquartered, may receive reimbursement for the cost of meals served at such meetings. At least 75% of those attending the meeting must be employees of other agencies or outside organizations. Meetings of boards, commissions, and committees are not considered statewide, regional, or district meetings within the area in which the employee is headquartered, may receive reimbursement for the cost of meals served at such meetings.

It shall be the responsibility of the agency head to monitor charges for lodging which might be claimed by his employees in order to determine that such charges are reasonable, taking into consideration location, purpose of travel, or other extenuating circumstances.

2. Reimbursements - Members of State Board, Commissions or Committees  
Members of state boards, commissions, or committees whose duties are not full-time and who are paid on a per diem basis, while traveling on the business of State shall, upon presentation of a paid receipt be allowed actual expenses incurred for lodging. Such members shall also be allowed reimbursement for actual expenses incurred in the obtaining of meals except that such cost shall not exceed the flat rate of \$35.00 per day.
3. Dependent Accompanying Employee - If a dependent accompanies an employee on an authorized business trip, only those expenses which may be directly attributed to the employee may be reimbursed.

4. Mileage Reimbursement - When an employee uses his own automobile for official business, he shall be reimbursed at the rate of 34.5 cents per mile, provided a school vehicle was not reasonably available.

If he chooses to use own automobile, he shall be reimbursed at the rate of 30.5 cents per distances shown by the current State Highway System map of the South Carolina Department should be explained. When more than one employee is traveling to the same location, the authorized number of automobiles should be limited to not more than one automobile to two people.

A separate entry should be made for travel in the vicinity of a community or city. Only actual miles driven on official State business will be reimbursed.

When an agency employee resides at a location different from that in which he or she is headquartered, that employee shall be eligible to be reimbursed for the actual miles driven on official state business in his or her personal automobile either from headquarters or his or her residence to the point of destination.

5. Foreign Travel - Any travel outside the United States, Canada, and Puerto Rico. Any foreign travel of a state employee will be reported annually at the end of each fiscal year by the authorizing agency to the President of the Senate, the Speaker of the House, and the Budget and Control Board.
6. Maximum subsistence for meals shall be determined in accordance with the attached schedule method of "Determined Maximum Subsistence". This schedule for meal subsistence does not apply to Foreign Travel.
7. Per Diem - The per diem allowance of all boards, commissions and committees shall be at the rate of \$35.00 per day. Provided, that no full-time officer or employee of the State shall draw any per diem allowance for service on such boards, commissions or committees.

Per diem is a daily fee given in lieu of an annual salary.

8. These limitations may be made more restrictive by the agency director as dictated by agency requirements.
9. Automobile Travel When Air Travel is most Economical Mode of Travel  
The Appropriations Act states that transportation for official state business will be accomplished by the most economical method. Based on this, an employee who elects to drive his car for his convenience when more economical modes of travel are available is entitled to reimbursement for:

- A. Mileage equal to the amount of coach or tourist air fare.
- B. Vicinity mileage incurred on official business in lieu of using a taxi.
- C. Airport parking fees equal to that which would have been incurred if car had been parked at airport.
- D. Subsistence based on date and time airline connections would have been made for departure and return. Any period of time exceeding these guideline would be at  
~~the~~ the employees' expense and no subsistence could be paid.