

**DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY**

POLICY NUMBER: 5-1-015

PAGE:

POLICY TITLE: TRAVEL POLICY

LEGAL AUTHORITY: STATE BUDGET AND CONTROL BOARD

**DIVISION OF
RESPONSIBILITY:** Fiscal Affairs

Fall, 1995

INITIAL APPROVAL DATE

June 21, 1999
DATE OF LAST REVISION

Ernie M. Carroll
CHAIRPERSON

James Boyd Scott
PRESIDENT

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

POLICY: 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 and Control Board. Reimbursement for local travel is authorized; however, no reimbursement shall be made for meals within 50 miles of an employee's official work station 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.

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 in to 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 \$0.31 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 \$0.285 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.
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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.

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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 employee's expense and no subsistence could be paid.

DENMARK TECHNICAL COLLEGE VEHICLE OPERATION

The purpose of the DTC Motor Vehicle fleet is to provide needed transportation to DTC Employees in the performance of their duties, in the most efficient and cost-effective manner possible.

This section provides general information and procedures concerning the operation of all DTC vehicles.

ACCIDENT PROCEDURES

1. Turn ignition off and evacuate vehicle
2. Render first aid to any injured persons.
3. Call for medical assistance or ambulance if required.
4. Call local, municipal, county police, or S.C. Highway Patrol to report accident.
5. Obtain data concerning other vehicle and driver.
6. Turn Accident Report in to the business office as soon as possible.
7. Give the other driver your name, your agency's name, and address.
DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT

DTC STATE VEHICLE OPERATION

1. OFFICIAL USE ONLY POLICY - State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.
2. Who may drive a State Vehicle.
 - A. Driver Qualifications.
 - (1) The basic qualification for operation of a State vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated.
 - (2) New State employees who have recently relocated to South Carolina may operate a State vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license
 - (3) Contract or consultant personnel who reside outside South Carolina, but must operate a state vehicle while engaged in State business, may do so using a valid driver's license from their home state during the period in which their services are employed by the State of South Carolina.
 - (4) Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state vehicle using a current, valid driver's license from their state of residence.
 - B. Other Drivers - It is basic State policy that only State employees, contractors, consultants or volunteers employed by the State driver State vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. Under ordinary circumstances, spouses and dependents will not be allowed to drive a State vehicle. Under no circumstances will dependent children under the age of 21 drive a State vehicle.
3. Required Driving Practices - Drivers will abide by applicable State and federal laws while operating State vehicles. Posted limits will be adhered to, and traffic signs or signals will be obeyed. Additionally, the following policies related to safety and/or security will be obeyed:

- A. Wearing of Safety Belts. All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a State vehicle. It shall be each occupant's responsibility to insure compliance with the State's safety belt policy. It is unlawful to remove any seat belt or render it inoperative.
 - B. Security. Ignition keys will be removed and State vehicles locked whenever the vehicles are unoccupied.
 - C. Engines. The engine of a State vehicle will be turned off at all times before the driver exits the vehicle.
4. Prohibited Driving Practices - At no time will a driver operate a state vehicle while such driver is under the influence of alcohol, drugs, or other controlled substances. The use of radar detectors in State vehicle is prohibited.
- A. Traffic Violations. All speeding and traffic violations and any resulting fines are your personal liability. They should be settled immediately, since the police and DMV can trace your state vehicle through its license plates.
 - B. Prior approval is obtained from the President or his/her designee.

Pets will not be transported in State vehicles, with the exception of guide dogs for persons with visual or hearing impairments.

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

POLICY: 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 and Control Board. Reimbursement for local travel is authorized; however, no reimbursement shall be made for meals within 50 miles of an employee's official work station 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.

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 in to 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 \$.315 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 \$0.275 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, anada, 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 employee's expense and no subsistence could be paid.

METHOD OF DETERMINING SUBSISTENCE OR SINGLE CALENDAR DAY TRAVEL

In determining the maximum amount of subsistence for meals which may be reimbursed, the following time schedule will be adhered to:

If Departure Time is	And If Return Time is	AMOUNT PER MEAL	
		In State Maximum \$25/day	Out-of-State Maximum \$32/day
1. Before 6:30 A.M.	*1. After 11:00 A.M.	*\$ 6.00	*\$ 7.00
	*2. After 1:30 P.M. (Lunch)	*\$ 7.00	*\$ 9.00
	*3. After 8:30 P.M. (Super)	*\$12.00	*\$16.00
2. 6:30 A.M. or after and before 11:00 A.M.	*1. After 1:30 P.M. (Lunch)	*\$ 7.00	*\$ 9.00
	*2. After 8:30 P.M. (Supper)	*\$12.00	*\$16.00
3. 11:00 A.M. or after and before 5:15 P.M.	*1. After 8:30 P.M. (Supper)	*\$12.00	*\$16.00

**METHOD OF DETERMINING SUBSISTENCE
FOR OVERNIGHT TRAVEL**

When a State Employee is traveling in or out of the State on official State business, the following maximum reimbursement will apply:

1. The costs of meals will be reimbursed up to the maximum amount as provided for in the Single Calendar Day schedule. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. State employees who are required to perform their duties during the night shall be allowed reimbursement for breakfast even though their arrival time back to residence or headquarters occurs prior to 11:00 A.M. if the following conditions are met:
 - A. Employee must be in travel status (more than 10 miles from residence and/or headquarters).
 - B. Employee must be in travel status after 8:30 P.M. for a period of not less than six hours.
3. Actual hotel/motel costs will be reimbursed for a single room rate or one-half the cost of the double room rate if shared with another State employee. A paid receipt must be attached to the employee's travel voucher.

DENMARK TECHNICAL COLLEGE VEHICLE OPERATION

One purpose of the DTC Motor Vehicle fleet is to provide needed transportation to DTC Employees in the performance of their duties, in the most efficient and cost-effective manner possible.

This section provides general information concerning the operation of all DTC vehicles.

ACCIDENT PROCEDURES

1. Turn ignition off and evacuate vehicle
2. Render first aid to any injured persons.
3. Call for medical assistance or ambulance if required.
4. Call local, municipal, county police, or S.C. Highway Patrol to report accident.
5. Obtain data concerning other vehicle and driver.
6. Turn Accident Report in to the business office as soon as possible.
7. Give the other driver your name, your agency's name, and address.
DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT

DTC STATE VEHICLE OPERATION

1. OFFICIAL USE ONLY POLICY - State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.
2. Who may drive a State Vehicle.
 - A. Driver Qualifications.
 - (1) The basic qualification for operation of a State vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated.
 - (2) New State employees who have recently relocated to South Carolina may operate a State vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license
 - (3) Contract or consultant personnel who reside outside South Carolina, but must operate a state vehicle while engaged in State business, may do so using a valid driver's license from their home state during the period in which their services are employed by the State of South Carolina.
 - (4) Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state vehicle using a current, valid driver's license from their state of residence.
 - B. Other Drivers - It is basic State policy that only State employees, contractors, consultants or volunteers employed by the State driver State vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. Under ordinary circumstances, spouses and dependents will not be allowed to drive a State vehicle. Under no circumstances will dependent children under the age of 21 drive a State vehicle.
3. Required Driving Practices - Drivers will abide by applicable State and federal laws while operating State vehicles. Posted limits will be adhered to, and traffic signs or signals will be obeyed. Additionally, the following policies related to safety and/or security will be obeyed:

- A. Wearing of Safety Belts. All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a State vehicle. It shall be each occupant's responsibility to insure compliance with the State's safety belt policy. It is unlawful to remove any seat belt or render it inoperative.
 - B. Security. Ignition keys will be removed and State vehicles locked whenever the vehicles are unoccupied.
 - C. Engines. The engine of a State vehicle will be turned off at all times before the driver exits the vehicle.
4. Prohibited Driving Practices - At no time will a driver operate a state vehicle while such driver is under the influence of alcohol, drugs, or other controlled substances. The use of radar detectors in State vehicle is prohibited.
- A. Traffic Violations. All speeding and traffic violations and any resulting fines are your personal liability. They should be settled immediately, since the police and DMV can trace your state vehicle through its license plates.
 - B. Prior approval is obtained from the President or his/her designee.

Pets will not be transported in State vehicles, with the exception of guide dogs for persons with visual or hearing impairments.

CREDIT CARD PURCHASES

1. GENERAL - A South Carolina Universal Credit Card is issued with each DMVM vehicle. The following describes general provisions for the use of this card:
- A. Authorized Purchases:
 - (1) Gasoline regular, low lead, lead free from self service pump only.
 - (2) Diesel fuel from self service pumps for those vehicles with diesel Engines.
 - (3) Motor oil (Add only. Not for changing).
 - (4) Tire repair. (Nor purchase)
 - (5) Emergency repairs: Defined as those repairs that cannot be anticipated and Requiring immediate attention during holidays, weekends, or after normal duty hour.

B. Unauthorized Purchases:

- (1) Storage, parking, or repairs other than those emergencies or exceptions Listed above.
- (2) Accessories and accoutrements (floor mats, air fresheners or any other item) not required for the operation of the vehicle.