COLLEGE of CHARLESTON

OFFICIAL POLICY

2.5.1	Travel	10/17/16

Policy Statement

The Controller's Office will pay travel and subsistence expenses in accordance with State and Federal laws and regulations as well as with other College of Charleston policies and procedures.

Policy Manager and Responsible Department or Office

A. Controller's Office

The Controller's Office staff has the responsibility for ensuring that all travelers comply with the State and Federal laws and regulations, as well as College policies and procedures.

B. Faculty, Staff, and Students

College of Charleston faculty, staff, and students have the responsibility for ensuring that they follow college and state travel guidelines when travelling on behalf of the College. Faculty, staff, and students must provide the Controller's Office with accurate and complete documentation, such as completed and approved travel forms, explanations needed for making payments, etc. In addition, faculty, staff, and students must monitor the charges for lodging which might be claimed by each traveler in order to determine that such charges are reasonable, taking into consideration location, purpose of travel, or other extenuating circumstances.

Departments/Offices Affected by the Policy

This policy affects all of the departments and offices of the College of Charleston.

Policy

A. Approval to Travel

1. Travel Authorization (TA) – Individuals traveling on College business should do so only after submitting an approved Travel Authorization form to the Controller's Office.

   a. Faculty, staff, and students must ensure that the most economical means of travel is utilized and justified.

   b. Any reimbursement submitted to the Controller's Office that does not have an approved Travel Authorization on file will be delayed until proper approval is obtained and will be reported to the appropriate administrative head and executive/senior vice president.

   c. An approved Travel Authorization is required anytime a faculty or staff member or student travels on behalf of the College, even if no reimbursement is requested.

2. Approval Levels Required for Travel

   a. Deans in the Academic Affairs Divisions may approve Travel Authorization forms without the separate approval of the Provost or President, subject to the following regulations:

      1) Deans are not permitted to delegate TA approval authority to any other party, including Associate Deans.

      2) Deans shall not use signature stamps or computer-generated signatures to approve TA forms. Deans shall not allow Budget Manager or other faculty or staff employees to sign the Dean's name on Travel Authorization forms.

      3) All TA forms with an estimated or maximum approved expenditure of $2,500 or more require the approval and signature of the Provost.

      4) All TA forms involving international travel, no matter what the proposed expenditure, require the approval and signature of the Provost.

5) All TA forms initiated after the completion of travel or otherwise failing to conform to institutional policy require the approval and signature of the Provost.

6) All travel by Deans requires the approval and signature of the Provost.

7) The Executive Vice President for Business Affairs, or his designee, may refer any TA form to the Provost for further review and approval.

b. All other travel in the Academic Affairs Division requires the approval and signature of the Provost.

c. Administrative staff travel requires the approval of the department head/director.

1) All travel by department heads/directors requires the approval of the appropriate Vice President.

2) All travel by Vice Presidents requires the approval of the appropriate Executive Vice President.

3) In addition, all overnight travel requires the approval of the Vice President and Executive Vice President

d. Travel by Executive/Senior Vice Presidents and the Provost are to be approved by the President or his designee.

e. If the travel reimbursement is to be paid from multiple indexes, the departmental fund administrator for each index must sign the Travel Authorization form, and be listed as an authorized signer on the Index/FOP Access Form for that index.

f. Approved Travel Authorization forms are to be forwarded to the Controller's Office immediately. The Travel Authorization (TA) form should be submitted not less than ten (10) business days prior to the commencement of travel. The form serves three basic functions as follows:

1) Administrative approval of the travel

2) Commitment of funds

3) Supporting documentation for reimbursement claims

g. A copy of the TA must accompany the reimbursement claim when the request is submitted to the Controller's Office.

h. Authorization form total costs are to be classified as either “allowable” or “estimated.” Forms that are denoted “allowable” will be reimbursed only up to the amount indicated. Forms denoted “estimated” or forms that are not marked will be reimbursed up to State travel limits. This should be noted in the estimated cost section of the Travel Authorization. If actual expenses are greater than 10% over the authorized amount, additional approval is required by the highest level approver on the TA form before the reimbursement will be processed.

B. Method of Transportation and Most Economical Mode of Travel

1. The current State General Appropriations Act mandates that an employee, while traveling on the business of the State, is required to use the most economical mode of transportation.

2. When traveling by air, employees shall select air carriers based on cost and time criteria, not on whether frequent flyer premiums are given. Employees earning frequent flyer premiums while traveling on State business must use them to reduce the cost of subsequent business travel whenever possible.

3. No State funds may be used to purchase first class airline tickets. State funds include any money administered by the College and deposited with the S. C. State Treasurer.

4. When an employee elects to drive his car for his own convenience when either air fare or approved car rental fee is more economical, the employee is entitled to the following reimbursement:

   a. Mileage equal to the amount of coach or tourist airplane fare.

   b. The amount of coach class air fare will be entered on the travel request in the transaction amount column.

   c. List the vicinity mileage incurred on official business in lieu of using a taxi.

   d. List the parking fees equal to that which would have been incurred if the car had been parked at the airport.

   e. List subsistence based on the date and time when the airline connections would have been made for departure and return. Any period of time exceeding these guidelines would be at the employee’s expense and no subsistence could be paid.

   f. The traveler is responsible for providing the documentation that determines the use of the most economical mode of travel.

C. Payments to Vendors for Airline Tickets

1. The College does not restrict travel arrangements to any particular travel agency. However, no funds (regardless of source) may be committed or disbursed without approval of the TA.

2. Payments made by the Accounts Payable Unit to travel agencies or airlines for airline tickets can be made through the expense authorization or a purchase order. The voucher will be completed with the invoice from the vendor attached.

3. Travel arrangements may be made through a travel agency with an approved Travel Authorization Number. The travel agent will then forward the tickets to the individual's campus office. The College may not honor an airline ticket purchased without an approved Travel Authorization Number.

4. The name, CWID (College ID number) number, number of trips, and cost of ticket for each traveler must be entered in the appropriate space. This requirement does not apply to travel for students. Refer to the Student Group Travel policy for additional information.

5. If a ticket is purchased by an employee via any method other than an approved travel agency (i.e. the Internet), the original passenger receipt should be attached to the travel reimbursement form.

    a. For an E-ticket, the traveler should include with the reimbursement request a printed copy of the confirmation and itinerary, or request a passenger receipt at the airline gate. The cost of the ticket must be clearly displayed on the receipt.

    b. No reimbursement will be made for a pre-purchased ticket prior to the completion of the authorized travel without the College of Charleston having clear ownership of the ticket.

D. Weekend Travel

1. If an employee spends Saturday and Sunday in a location where he is working instead of returning to headquarters, reimbursement will be paid only for the cost of travel and subsistence for his return to headquarters.

2. Extenuating circumstances should be discussed with the Associate Controller.

E. Job Interviews

1. Reimbursement of travel expenses to persons interviewing for state employment (including job candidates for administrative, academic, or athletic positions), whether paid from state-appropriated, federal, or other funds, is allowed in accordance with the following provisions:

a. General Requirements – Travel expenses, within the limitations applicable to State employees, may be paid to individuals being considered for employment by the College if the President makes a specific, formal determination in each case that all of the following apply:

   1) The significance of the position to be filled warrants incurring such cost;

   2) The costs do not exceed the expense of conducting the interview at the interviewee's home area or elsewhere; and

   3) Qualified candidates residing within South Carolina are considered before candidates from other states are sought.

b. Where the position to be filled is that of the President, the determination referenced in (a) above must be made by the Chairman of the Board of Trustees of the College.

c. The State does not pay personnel agency charges assessed for locating an applicant for a position. Any such fees incurred are the responsibility of the applicant.

d. A State employee may not receive from funds managed by the College of Charleston reimbursement for travel expenses incurred on behalf of the job candidate. The candidate must file a Travel Reimbursement form in order to be reimbursed for travel expenses incurred.

2. Recruitment and candidate travel reimbursement procedures:

   a. A Travel Authorization request must be submitted to the College department authorizing the costs of the candidate. Upon approval, actual expenses should be submitted to Accounts Payable on a travel reimbursement form and must be accompanied by copies of the original, itemized hotel bill, and transportation receipts (e.g. the airline ticket.) Meal and personal mileage or taxi costs should be separately itemized.

   b. Using locally approved hotels, the authorizing department may elect to have the College pay the lodging bill directly to the hotel. Direct payments may be for lodging and applicable taxes only. Miscellaneous hotel charges are the responsibility of the traveler. The traveler then requests reimbursement for all other travel costs as noted above.

   c. The departmental representative must provide to the Controller's Office written documentation to include the index number to be charged, the name of the hotel, the name of the traveler, and the date(s) of lodging accommodation(s).

F. Dual Employment (Travel Paid to an Employee of Another Agency)

Please see the Office of Human Resources website regarding Dual Employment policies and procedures.

An employee of a department or institution must not be paid travel expenses by any other department or institution without approval of the agency by which he is regularly employed. Travel expenses of the State employee working in dual employment status may be paid in accordance with travel regulations by the secondary agency if prior written approval is secured from the employee's home agency.

1. Travel reimbursement paid to an employee of another agency must be supported by an approved TA.

2. The departmental staff approving the TA must provide written approval from the individual's home agency authorizing the College to reimburse travel expenses.

G. Car Rental

1. The College contracts with a national car rental company to provide its motor fleet for travel purposes. For the most current information, refer to the CofC Procurement and Supply Services website.

2. Use of a rental car at the travel destination will be allowed if it is the most economical means of local transportation. Employees are to use the College's approved agency contractor for car rental services. Refer to the Procurement and Supply Services website for the most up-to-date car rental information. Gasoline purchases should be made at self-service pumps and will be reimbursed upon presentation of a paid receipt.

H. Payments to Car Rental Agencies and Others

Payments for travel related expenses paid directly to a vendor (e.g. airfare, registration fees, etc.) and made on behalf of State employees must be apportioned, tracked, and reported in the respective names of those employees receiving the benefits. Each request for payment must include a listing of the employee's name and CWID number.

I. Reimbursements

1. Lodging – Employees of the College or any agency of the State of South Carolina while traveling on official business of the College, shall upon presentation of a paid, itemized receipt, be allowed reimbursement for actual expenses incurred for lodging. No reimbursement for overnight accommodations will be made within fifty (50) miles of the traveler's official headquarters or residence.

a. The State allows for an employee to receive reimbursement of lodging based on the rate of a single room.

b. Employees sharing a room must file for separate reimbursements even if one employee paid the entire expense.

2. Subsistence Reimbursement – The employee may receive reimbursement of the actual expenses incurred in obtaining meals except that such costs cannot exceed $25.00 per day, in South Carolina; areas outside of South Carolina but within the United States cannot exceed $32.00 per day. See the travel reimbursement rate schedule at the end of this document (Schedule A).

   a. When on travel status, meals will be reimbursed up to the maximum allowance based on the time of departure from the residence/official headquarters and the time of return to the residence/official headquarters.

   b. Receipts are not required.

   c. No reimbursement expense shall be made for meals within ten (10) miles of an employee's residence or at the official headquarters of the agency by which he is employed.

   d. An employee may not file for meal reimbursement paid on behalf of another individual (for example, another employee, job candidate, consultant, visitor, etc.) even when that employee incurs the total expense. Any individual entitled to claim reimbursement is responsible for filing his/her travel reimbursement request.

   e. A reimbursement will not be allowed when the full meal is covered by a registration fee.

3. Dependents Accompanying Employee – If a dependent accompanies an employee on an authorized business trip, only those expenses directly attributed to the employee may be reimbursed. (Example: Single room rate should be claimed for lodging.) However, the President reserves the right to invoke requirements more restrictive as dictated by the institution's needs and that which is permitted by the South Carolina Department of Administration.

4. Mileage Reimbursement – When an employee of the College or the State uses his or her personal automobile in traveling on necessary official business, a charge equal to the standard business mileage rate as established by the Internal Revenue Service will be allowed.

   a. Whenever state provided motor pool vehicles are reasonably available and their use is practical and an employee of the State shall request for his own benefit to use his or her personal vehicle in traveling on necessary official business, a charge of four cents per mile less than the standard business mileage rate as

established by the Internal Revenue Service will be allocated for the use of such vehicle and the employee shall bear the expense of supplies and upkeep thereof.

b. Auto travel should be by the most direct route practicable, and substantial deviation from the distances shown by the current State Highway System Map of the South Carolina Department of Transportation should be explained.

c. 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.

d. 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.

e. When travel is by a state-owned automobile, the College shall bear the expense of supplies and upkeep thereof but no mileage will be allowed. Employees must use State fueling facilities to the maximum extent possible, when such use is cost-beneficial to the State. A State Fuel Credit Card will be provided when appropriate and is usable at most commercial fueling facilities. When using commercial fueling facilities, operators of State-owned vehicles are directed to use self-service pumps.

f. Mileage between the employee's home and his or her place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his or her home, and does not go by the employee's headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at his or her residence.

g. When an employee is assigned to work a particular territory or district, and such territory or district and his official headquarters are in different localities or sections of the State, expenses may be allowed for the necessary travel to his official headquarters.

5. Miscellaneous Expenses – Any business expenses due to travel status other than those listed below should be itemized on the Travel Authorization form. If the charges are not listed, a memo of explanation and departmental approval must accompany the Travel Authorization. The following expenses may be reimbursed:

a. Baggage Fees / Toll Charges (**Receipts required**).

b. Parking Fees – Parking fees for state-owned and privately-owned vehicles are reimbursable upon presentation of a paid receipt. No reimbursement shall be made to operators of state-owned or privately-owned vehicles who must pay fines for moving or non-moving violations.

c. Telephone/Fax Receipts/Internet Access

1) For employees traveling overnight, one brief personal telephone call per night is allowable. Personal calls should be listed separately from business calls on the reimbursement voucher (**Receipts required**).

2) Telephone calls made for official business of the State are reimbursable (**Receipts required**).

3) Fees for Internet access and faxes are reimbursable given that the employee provides a brief explanation of the special work assignment involving the requirement of the service while in the travel status or prior approval has been granted as evidenced in the TA (**Receipts required**).

d. Porterage, in general, is not an allowable reimbursement for state employees. It may be reimbursed when an employee flies to a major city out-of-state where there usually is **no option** concerning baggage handling. Porterage may also be reimbursed when an employee has heavy, excess equipment needed to conduct official College business. A written explanation must accompany the reimbursement request (**Receipts required**).

e. Gratuities are not an allowable reimbursement expense except when paid as part of a billing for a banquet, luncheon, etc. The amount of the gratuity cannot exceed 20% of the cost of the charges for ***food***.

f. Non-reimbursable expenses – The following expenses are considered personal in nature and should be paid for by the traveler. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

1) Supplies;

2) Bankcard transaction fee for ATM use;

3) Copying charges;

4) Membership dues;

5) Laundry service;

6) Movies;

7) Bar bills;

8) Room service;

9) Health or spa fees, etc.

6. Travel Reimbursement Filing Procedures – Allowable costs will be reimbursed only when documented on an official Travel Reimbursement form. These may be obtained at the website of the Controller's Office. Payment may be denied or delayed if the following conditions are not met.

    a. It is mandatory that the time of departure from the residence/headquarters and return to the residence/headquarters be noted in the section provided on the form.

    b. Originals of itemized hotel bills, registration receipts, airport parking receipts, and transportation stubs are required.

        1) Receipts for meals are not required.

        2) Tips and gratuities are not allowable.

        3) Any reimbursement request submitted to the Controller's Office which does not have an approved TA on file must be approved by the appropriate administrative head and executive/senior vice president.

7. Travel Reimbursement for Non-State Employees – Reimbursements for travel by non-state employees are allowed within the limitations applicable to State employees. All travel costs must be reimbursed via a Travel Reimbursement form. Where fees are paid to individuals for services in addition to travel cost, an expenditure authorization must be used and must be accompanied by a copy of the approved contract. The expenditure authorization will cover the fee portion only. Please refer to the College's Procurement and Supply Service's website for details.

    a. Volunteers – A charge equal to the standard business mileage rate as established by the State (see section D. above) will be allowed for use of the volunteer's personal automobile.

        1) Volunteers who provide services to the College free-of-charge may be reimbursed expenses for mileage incurred while performing their services. Mileage paid by the College to volunteer workers who use their personal vehicles for official business for the agency will be charged to expenditure account code 730513 (Non-State Employee Mileage).

        2) Payment will be requested using the College travel reimbursement form.

        3) Mileage cannot be paid to volunteers for driving to and from their volunteer work.

        4) Reimbursements for meals and lodging incurred when making departmental trips at departmental requests are allowed in accordance with regulations established for State employees.

b. Consultants – Travel expenses may be paid to individuals or companies that are doing business with the State. Reimbursements for travel are allowed in accordance with regulations established for State employees. However, to avoid collecting names, social security numbers and to minimize the impact of other reporting requirements, the College prefers that the fees for travel expenses are negotiated as part of the flat fee for services provided. If a consultant is reimbursed directly, the individual must complete a TA and receive payment through the travel reimbursement form.

c. Student Travel and Subsistence – Students traveling as official representatives of the College are subject to the same policies and procedures as College faculty and staff and will be reimbursed by the College within the limitations applicable to State employees. The appropriate Executive/Senior Vice President or Dean must approve all student travel and take the determination as to method of travel and degree of financial support.

d. Group Travel

   1) Employee Travel – Domestic and Foreign: To comply with State reporting requirements, a separate TA must be prepared for each individual in the group.

   2) Student Travel – More than one individual may travel under one Travel Authorization. However, one person must be designated responsible for the funds. This person must account for all expenditures of the group and will be reimbursed by the submission of a Travel Reimbursement Request. If such an arrangement is not desirable, a separate Travel Authorization must be submitted for each traveler.

e. Recruitment of Athletes – When requesting reimbursement for athletic recruitment expenses incurred on behalf of student athletes, the request must include supporting documentation to include a list of the names of the individuals in attendance, itemized paid receipts of meals, transportation costs, etc. Meal reimbursement is limited to the State employee rates. Gratuities are not reimbursable with any funding source managed by CofC.

8. Reimbursement by Other Agency or Organization

   a. If a College employee receives reimbursement for travel expenses or services from an agency or organization with which he is involved, travel reimbursement from the College is not allowed.

   b. If such an organization pays a part of the expenses, the employee should request reimbursement from the College, not to exceed State allowances.

c. The employee's department should ensure that the organization reimburses the College and the account from which the disbursement was made is credited with the refund.

9. Direct deposit of travel reimbursement and other accounts payable payments

   a. An employee may receive his/her travel reimbursement through direct deposit to his/her bank account. The employee must complete a Direct Deposit Form and forward it to the Controller's Office. The Direct Deposit Form can be found on the Controller's Office website.

J. Boards, Commissions and Committees

1. Board members are given the option to be paid a per diem of $35.00 per day in lieu of an annual salary. If selected, the board member will be classified as an employee of the College and their per diem payments will be processed through Human Resources and Payroll.

2. Members of the College Board of Trustees whose duties are not full-time; and while away from their places of residence on official business of the State, shall be allowed reimbursement for actual travel expenses incurred at the rates provided to State employees. For board members receiving per diem payments described in (1) above, certain travel reimbursements may be taxable.

3. One person accompanying a disabled member of a State Board, Commission, or Committee on official business of the State shall be allowed the same reimbursement for actual expenses incurred at the rates provided to State employees for meals, lodging, and mileage.

4. These limitations may be made more restrictive by the President as dictated by institutional requirements.

K. Foreign Travel

Employees of the State, when traveling outside of the United States, Canada, and Puerto Rico upon promotional business for the College shall be entitled to actual expenses for both food and lodging.

1. When claiming reimbursement for actual expenses of meals and lodging, itemized receipts are required. If meal receipts are not provided, only the maximum daily rate for meals as established by the federal government for travel in foreign areas can be claimed (Foreign Per Diem Rates). To obtain foreign per diem meal allowances:

   a. identify the appropriate Meals and Incidentals (M&IE) for the appropriate location: https://aoprals.state.gov/web920/per_diem.asp

b. identify the meal portion of the M&IE for the corresponding M&IE rate: https://aoprals.state.gov/content.asp?content_id=114&menu_id=81

2. When claiming reimbursement for expenses that are in foreign currency, the travel reimbursement voucher should be completed in U. S. dollars and the rate of exchange should be documented.

3. Faculty who receive travel advances for Study Abroad trips with students must file an itemized reimbursement form with the Controller's Office ***within ten days*** of returning from the trip. However, for purposes of fiscal year-end close out, cash advances received for travel that occurs during the month of June must be settled ***no later than the fifth*** business day of the new fiscal year.

4. Travel advances may be made for 80% of the estimated expenses for food and lodging for foreign travel.

5. Foreign Travel – Any travel outside the United States, Canada, and Puerto Rico is considered foreign travel.

   a. Any foreign travel of a State employee will be reported annually at the end of each fiscal year to the President of the Senate, the Speaker of the House, and the Department of Administration.

   b. The following information will be included in the annual reports: (1) name of State employee; (2) destination; (3) inclusive dates of the travel period; (4) purpose of the travel; (5) total cost of the travel; and (6) source of funds.

L. Conference and Registration Fees

Receipts must be furnished. If the conference/registration fee includes meals, only in extenuating circumstances will additional reimbursement be made for those meals. If a registration fee includes a meal, charge the State allowance for the meal to the "Meals" account code, and the difference to "Registration Fees." Meals which are optional or stated separately from the registration fee may not be prepaid by the agency. An employee may be reimbursed for optional meals with the approval of the President. In this case, the full amount of the meals will be charged to meals under the travel account codes. If the registration fee is paid directly to the vendor, the TA must list the vendor/payee receiving the registration fee along with the cost.

M. Moving Expenses

See the Moving Expenses Policy on the Controller's website.

N. Travel Advances

The College may advance travel and subsistence expense monies to employees for the financing of ordinary and necessary travel required in conducting the business of the College. The primary purpose for providing cash advances to employees who are traveling on official business of a State agency is to reduce the amount of personal funds required to finance official travel, thereby relieving the financial burden of the traveler. The College shall not make such advances except under the rules and regulations as published.

1. Travel advances for trips within the State of South Carolina cannot be made under present Department of Administration policies.

2. For cities outside of South Carolina, the policy is as follows:

   a. No travel advance shall be made for more than 80% of the estimated amount of the total travel expense (Meals and Lodging **ONLY**).

      Example: [Number of day's x (actual room rate + $32.00/day meal allowance) x 80%] = $xxx.xx

   b. No advance shall be made in instances where 80% of the estimated travel expense (Meals and lodging) does not exceed $250.00. If the calculated dollar amount exceeds $250.00, an advance may be processed.

3. Requests for advances must be provided to the Controller's Office using the Travel Advance Request Form. To ensure receiving travel advances when needed, requests should accompany the Travel Authorization and be submitted to the Controller's Office ***no later than ten (10)*** business days prior to the beginning of the trip. Advances will ***not be issued earlier than five days*** prior to travel, even if the request is received before that date.

4. Individuals receiving advances must file an itemized travel reimbursement form with the Controller's Office within 10 days of returning from the trip. However, for purposes of fiscal year-end close out, cash advances received for travel that occurs during the month of June must be settled no later than the fifth business day of the new fiscal year. When filing the reimbursement, the amount of the advance should be noted in the specified section of the travel reimbursement form as an amount received for the travel advance and deducted from the total claim. If the travel advance exceeds the actual travel expenses, a personal check or cash must be remitted to the Treasurer's Office. The travel reimbursement form along with the receipt from the Treasurer's Office must be submitted to the Controller's Office to settle the cash advance transaction.

5. The College must maintain records of advances made in accordance with rules prescribed by the Comptroller General. If the College fails to keep proper records, the privilege to make travel advances shall be withdrawn.

6. Employees are allowed only three (3) outstanding advances at any one time. At least one (1) outstanding advance must be cleared prior to receiving an additional advance.

O. Change in Approved Travel Plans

1. Altered Plans – If travel plans are altered from those previously submitted and approved, either a memorandum or email which outlines the changes, references the original Travel Authorization number, and is approved by the authorizing official or designee must be submitted to the Controller's Office.

2. Cancelled Plans – In order to cancel travel plans that were previously submitted and approved, a memorandum or email noting the Travel Authorization number should be forwarded to the Controller's Office.

3. The College will not reimburse an employee for advance purchases such as airline tickets, registrations, etc. without proof of the College having clear ownership of the goods/services or future benefits otherwise to the College or its employees.

P. Travel for Disabled Employees

The South Carolina General Appropriations Act states that transportation for official State business will be accomplished by the most economical mode of travel, due consideration being given to urgency, schedules and like factors.

1. Exceptions to the State regulations for travel may be allowable for persons who have been certified as disabled by the President or his designee. He must also certify the employee is physically unable to use the most economical mode of travel. Expenses at the same rates allowed to State employees will be authorized for attendants traveling with disabled State employees if the travel is required by the job. Please contact the College's Controller's Office directly if you need further information regarding travel for a disabled employee.

2. A disabled employee who is unable to use the most economical mode of travel due to his disability may avail himself of the next most economical mode of travel available.

3. In determining the next most economical mode of travel, the following items must be considered:

   a. Cost of fare or mileage.

   b. Subsistence expenses incurred due to extra day's travel, if any.

   c. Lodging expenses incurred due to extra day's travel, if any.

   d. Other allowable expenditures incurred due to extra day's travel, if any.

e. The cost figures used in determining the mode of travel must be attached to the disbursement voucher when it is submitted for payment.

Q. Time of Arrival and Departure

When reimbursements for meals are claimed, the time of arrival and departure, the starting point and the destination must be shown. If this information is not on the travel form, the document will be returned to the employee and payment may be delayed. Any changes in departure and arrival times must be initialed by the traveler.

R. Receipts

When a State employee or board member is in an overnight travel status, original, itemized receipts for hotel or motel accommodations must be attached to the voucher before payment will be authorized. Original, itemized receipts for parking and all other expenses incurred should also be attached. Receipts for meals are not required providing the reimbursement amount does not exceed the State allowable rate. No receipts are required for taxis.

S. Attendance at Statewide, Regional, or District Meetings

1. Employees required by their agency head, as a part of their official duties, to attend statewide, regional, or district meetings within the area in which the employee is headquartered, may receive reimbursement for the cost of meals at such meetings. If the cost of the meal exceeds the state allowance, itemized receipts must be provided in order to receive reimbursement. 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.

2. Payments to vendors for meals provided at statewide, regional or district meetings should include a description of the business purpose of the meeting and benefits to the College along with a list of the participants' names and CWID numbers of all College employees attending. The documentation should include a statement certifying that no further claim for subsistence will be made by the participants. If any employee is not eligible for meal reimbursements under the travel regulations, a statement signed by the President requiring the employee's attendance must be attached. (Refer to the definition above for a statewide, regional, or district meeting.) Meetings of boards or committees whose reimbursement is established by law are not considered statewide meetings.

3. Providing meals and refreshments for staff meetings is prohibited.

4. Contracting with vendors to provide catered meals.

a. Agencies may contract with vendors to provide meals served at statewide, regional or district meetings. At least 75% of those attending the meeting must be employees of other agencies or outside organizations. Agency meetings that do not meet the preceding requirement are not considered statewide, regional or district meetings. If the College makes a payment for meals on behalf of an employee of another State agency, the College must notify that employee's home agency of the transaction.

b. A department that has contracted with a vendor to provide a catered meal for a statewide, regional or district meeting must provide to the Controller's Office a list of all participants' names, their CWID numbers, and places of employment, in addition to the invoice from the vendor. Meetings of boards, commissions and committees are not considered statewide, regional or district meetings. This requirement does not apply to student events where large segments of the student population are invited to attend.

T. Advance Payment of Airfares and Registration Fees

1. The State General Appropriation Act requires that the payment of goods and services occur within the fiscal year for which those goods and services are received by College. This rule minimizes instances of where the State must account for prepaid items. See the policy and procedures on Prepaid Expenses at the Controller's web site, under Policies and Procedures. However, there are some transactions such as insurance, subscriptions, and rents that are natural transactions for repayments in that they typically require payment in advance to receipt/consumption of the services. On the other hand, airfares and registration fees are normally not candidates for prepayment, and consequently, advance payments will be made only when extenuating circumstances prevail.

2. Advance payment of airfares and registration fees will depend on the cost savings of the item or circumstances surrounding the request such as seasonal demands and the impact on the availability of the goods and services. One example is the need for the Athletics Department to purchase in the summer airfare for the basketball team for travel that occurs at the peak of holiday travel time such as Thanksgiving weekend.

3. When advance payments are requested for airfare, registration fees, etc., and the travel/conference occurs during the next fiscal year, the College must prepay these items in the current fiscal year. The department expense will be charged to the following fiscal year (the fiscal year in which the travel/conference occurs). In addition, the College must have reasonable assurance that it will not incur any substantial loss in the event of cancellations made on the part of the College. To curtail losses due to cancellations, the College requires that any advance payments include terms and conditions of generous refunding and/or flexible transferability policies. Prior to obligating the College, the requestor must seek from the Controller's Office approval of the advance payment. Along with the request, the requestor must provide documentation that explains the circumstances surrounding

the need for the advance payment and evidence of the vendor's refunding and transferability policies.

SCHEDULE A

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:

AMOUNT PER MEAL

If Departure Time Is:		**And If Return Time Is:**	**In-State Maximum $25/day**	**Out-of-State Maximum $32/Day**
1. Before 6:30 A.M.	1.	After 11:00 A.M. (Breakfast)	$ 6.00	$ 7.00
	2.	After 1:30 P.M. (Lunch)	$ 7.00	$ 9.00
	3.	After 8:30 P.M. (Supper)	$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 their residence or headquarters occurs prior to 11:00 A.M., if the following condition is met: Employee must be in travel status (more than 10 miles from their residence and/or headquarters).

Related Policies, Documents or Forms

S. C. Code of Laws Sections including, but not limited to:

- 8-11-35 (Salary payment schedule; maximum salaries; dual Compensation; reports; exception);
- 8-11-197 (Mileage reimbursement rate);
- 8-11-200 (Reimbursement of travel expenses to persons interviewing for state employment)

S. C. General Appropriations Act Section 117.20 (Travel - Subsistence Expenses & Mileage)

S. C. Comptroller General's Disbursement Regulations

S. C. State Procurement Code

Issue Date:10/17/2016 **Date of Policy Revision:10/17/2016**	**Next Review Date:10/17/2020**

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 2.5.1

President or

Chairman, Board of Trustees _____ President Date: 10/17/16