X. SELECTED ADMINISTRATIVE POLICIES FOR FACULTY

C. Policy Affecting Travel and Entertainment by Faculty and Academic Staff

The College encourages attendance at off-campus professional activities by assisting in a limited way with travel expenses. It is expected that the budgets of all departments will be adequate to provide some financial assistance for professional travel. At the same time, the professor or staff person must expect to share in this expense. It is not to be expected that many members of the department will receive full remuneration for professional travel when meetings are at a great distance from the campus.

Policies and rules concerning travel and entertainment are established by the South Carolina Legislature. The South Carolina Budget and Control Board has the responsibility for interpreting the travel law and setting up allowance amounts. All travel must be approved in advance (at least three days is required). A completed travel request form must be submitted by faculty members and other academic department employees to the appropriate Academic Dean or Dean of Libraries who forwards the approved request to the Director of Budget for processing. Unclassified administrators must submit the form to the appropriate Vice President. Note: The Provost must approve all travel authorizations in excess of $1,500. Normally, travel advancements are not made, but reimbursement vouchers, which should be mailed or delivered to the Accounting Department, will be processed within 10 days. Any travel outside the continental United States requires prior approval by the State Budget and Control Board.

Forms to be used in connection with travel are available in Accounts Payable of the Controller’s Office.

Actual expenses up to a certain fixed limit per day, with adjustments for out-of-state travel, and mileage reimbursements are set by State regulation. Travel mileage reimbursement may not exceed tourist airfare.

Generally, College cars are restricted to in-state travel and are not taken on trips extending over a period of several days. When College cars are used, they will be charged to the department’s budget at a fixed rate per mile.