TITLE: Travel Guidelines and Expense Allowances

RELATED POLICY AND PROCEDURES: 7-3-1010 Travel Guidelines and Expense Allowances Policy

DIVISION OF RESPONSIBILITY: Business and Finance

September 26, 2013

Administrative Responsibilities
It is the responsibility of the Vice President for Business and Finance to review and revise this procedure.

Procedure

A. Procedural Responsibilities

1. It is the responsibility of the Vice President for Business and Finance to establish the guidelines governing employee travel procedure for reimbursement.

2. Travel and transportation is authorized only when officially justified and by means which meet requirements consistent with good management practices.

3. An employee on official business shall exercise the same care 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 unjustified in performance of an assignment are not considered acceptable as exercising prudence. Transportation to and from points of arrival and departure is to be accomplished by the most economical method.

4. It is the duty and responsibility of the respective supervisor to insure compliance with these regulations.
B. In State Travel

1. In State Travel must be approved by employee’s supervisor and budget verified prior to incurring any expenses for such travel.

2. Please use the guidelines as noted on the In State Checklist. (www.ptc.edu/forms/)

C. Out-Of-State Travel Arrangements

1. All out-of-state travel must be submitted on an Out of State Trip Request (www.ptc.edu/forms/) and approved by the President prior to the onset of trip. Approvals must accompany requests for reimbursement for travel out-of-state.

2. Please use the guidelines as noted on the Out of State Checklist. (www.ptc.edu/forms/)

D. Procedures for Travel Reimbursements

1. Reimbursement requests for travel are submitted on the Travel Support Document. (www.ptc.edu/forms/) Please select either the In State or Out of State document.

2. Each item of expense incurred while traveling for business purposes must be properly receipted and attached to the reimbursement request. A copy of the agenda or schedule must be attached to the Travel Support Document.

3. The employee is reimbursed at the current, approved per diem rate established by the State of South Carolina.

4. Mileage Reimbursement—When an employee uses his/her own automobile for official business, he/she is reimbursed at the current rate established by the State of South Carolina. Auto travel should be the most direct route practicable. 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. Please refer to mileage chart when applicable. (www.ptc.edu/forms/)

   a. Only actual miles driven on official State business is charged at the current rate established by the State of South Carolina.

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

5. The Finance Office reviews each reimbursement request for adherence to State and College policy to verify the accuracy of the reimbursement calculations and validates the travel reimbursement and institutes procedures to insure prompt payment.

E. Miscellaneous

1. Reimbursement for overnight travel is disallowed within a radius of 50 miles of base campus.

2. Meal reimbursement for travel within our seven county regions is not allowed. Employees required by their supervisor 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 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. If the cost of the meal exceeds the state allowance, receipts must be provided in order to receive reimbursement.

3. Parking fees for State-owned and privately owned vehicles are reimbursable upon presentation of a paid receipt. No reimbursement is made to operators of state-owned vehicles who must pay fines for moving or non-moving violations. Driver accepts full responsibility for all fees or fines of this nature.

4. There is no reimbursement for such expenses as tips for cabs, airport personnel, baggage handling, food service, valet parking or any related expense for services rendered to the employee.

F. Procedures for Rental Vehicles

Request to Rent a Vehicle form is provided to the Finance Department along with current driver’s license. (www.ptc.edu/forms/). Once the form is turned in a checklist is provided from the Finance Department.