TITLE:	**Travel Guidelines and Expense Allowances**
PROCEDURE NUMBER:	**7-3-1010.1**
RELATED POLICY AND PROCEDURES:	**7-3-10110 Travel Guidelines and Expense Allowances Policy**
DIVISION OF RESPONSIBILITY:	**Business and Finance**
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September 26, 2013	**November 18, 2025**	**November 15, 2022**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

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

Procedure

A. Procedural Responsibilities

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

2. Travel and transportation is authorized only when officially justified and by means which meet requirements consistent with good management practices. All forms required for travel are available in Pathway Employee Tab under Documents and Forms.

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. Excessive 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 least costly method. The VP of Business, Finance, and Facilities will review and approve or adjust reimbursement requests that are considered excessive.

4. It is the duty and responsibility of the respective supervisor to ensure compliance with these regulations.

B. In-State Travel

1. When overnight stay is required, in-state travel must be submitted on the Professional Development Travel Request Form, approved by employee's supervisor, and budget verified prior to incurring any expenses for such travel. Please note this will not be required for Peer Group meetings/retreats.

2. Use the guidelines as noted on the Travel Checklist.

C. Out-Of-State Travel

1. All out-of-state travel must be submitted on the Professional Development Travel Request Form, approved by employee's supervisor, budget verified, then approved by the President prior to the onset of trip.

2. Use the guidelines as noted on the Travel Checklist.

D. Procedures for Travel Reimbursements

1. Reimbursement requests for travel are submitted on the In-State or Out-of-State Travel Reimbursement Form. Do not combine In-State and Out-of-State travel reimbursement on the same form.

2. Each item of expense incurred while traveling for business purposes must be properly receipted and attached to the reimbursement request. All reimbursement requests must be submitted to Finance within one month of travel. Late submissions will need approval from the VP of Business, Finance, and Facilities.

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. Refer to the mileage chart. 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, unless previously approved by respective vice president.

a. Only actual miles driven on official State business are to be 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 for an out of town business meeting or professional development 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.

c. Full-time faculty who are required to travel to other campuses for instruction will be reimbursed for the miles traveled between campuses. When leaving directly from home, mileage reimbursement will not include the normal roundtrip home to work commute.

5. The Finance Office reviews each reimbursement request for adherence to State and College policy and procedure to verify the accuracy of the reimbursement calculations and validates the travel reimbursement and institutes procedures to ensure prompt payment. Reimbursements will be processed within two weeks, provided all required documentation and approvals are submitted to Finance.

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. However, employees required by their supervisor as a part of their official duties, to attend meetings within the area in which the employee is headquartered, may request meal per diem.

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 will be no reimbursement for expenses such as valet parking or tips for services rendered to the employee. As an exception, valet parking can be reimbursed if there is no other parking alternative.

F. Procedures for Rental Vehicles

A Vehicle Rental Authorization form should be provided to the Finance Department along with a current driver's license when rental vehicles are requested. The Finance department must receive requests 48 hours prior to travel.