



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

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**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

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September 26, 2013  
**Date Approved by President**

October 30, 2019  
**Date of Last Review**

October 30, 2019  
**Date of Last Revision**

### **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 and the procedure for reimbursement.
2. Travel and transportation requires official justification and must meet requirements consistent with good management practices. All forms required for travel are available in Pathways/Employee/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



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arrival and departure should be accomplished by the least costly method. The VP of Business and Finance will review and approve or adjust reimbursement requests considered to be 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.
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 incurring any expenses for such travel.
2. Use the guidelines as noted on the Travel Checklist.

#### **D. Procedures for Travel Reimbursements**

1. Submit reimbursement requests for travel on the In-State or Out-of-State Travel Reimbursement Form. Do not combine In-State and Out-of-State travel reimbursement requests 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 require approval from the VP of Business and Finance.
3. Employees will be reimbursed at current, approved, per diem rates established by the State of South Carolina.



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4. Mileage Reimbursement - when an employee uses his/her own automobile for official business, he/she will be 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 travels 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 the respective Vice President.
  - a. Only actual miles driven on official State business may be reimbursed 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
  - a) reviews each reimbursement request for adherence to State and College policy and procedure to verify the accuracy of the reimbursement,
  - b) calculates and validates the travel reimbursement, and
  - c) 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 an employee's base campus.
2. Meal reimbursement for travel within our seven county region 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 reimbursement.



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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. Drivers accept 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 may be reimbursed if there is no other parking alternative.

#### **F. Procedures for Rental Vehicles**

A Vehicle Rental Authorization form must 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.