

Budget and Finance Procedures

Travel Guidelines and Regulations

Purpose:

To establish guidelines for travel and training approvals and for travel reimbursements and remittances relating to official State business.

Conference Approvals

To request approval for a conference, the division must complete the Conference/Training Request form and submit it to the Chief of Staff prior to attendance at the conference. A copy of this form must be attached to the Travel Support Document and include the following approval signatures:

- Out-of-State conferences - Supervisor, Division Director, Chief of Staff
- In-State conference with registration and travel fees in excess of \$150 - Supervisor, Division Director, Chief of Staff
- In-State conference with registration and travel less than \$150 – Supervisor, Division Director
- In-State or Out-of-State conference for which the fee is waived or paid for by an outside party – Supervisor, Division Director, Chief of Staff

An e-mail approval from the Chief of Staff may be substituted for the signature.

Training and Seminar Fee Approvals

External training classes must be approved using the Conference/Training Request form which can be found at <http://www.state.sc.us/dio/docs/0514TrainingRequest.xlsm>. This form must include the appropriate signatures as outlined below. Once the appropriate division signatures have been obtained, any requests that must be approved by the Chief of Staff (as outlined below) must be routed to Board HR where it will be reviewed for job relatedness, cost, and alternative sources. Board HR will forward the form to the Chief of Staff with recommendations. The Chief of Staff will have the final authority for approval.

- In-state class with **registration fee** of less than \$150 – Supervisor, Division Director
- In-state class with **registration fee** in excess of \$150 – Supervisor, Division Director, Chief of Staff
- Out-of state class regardless of fee – Supervisor, Division Director, Chief of Staff
- In-State or Out-of-State training for which the fee is waived or paid for by an outside party – Supervisor, Division Director, Chief of Staff

The signed form must be attached to request for payment sent to Internal Operations. An e-mail from the Chief of Staff may be substituted for signature.

If the employee incurred travel expenses in attending the training they must complete the Travel Support Document for reimbursement.

Board sponsored training does not require an approval document. The supervisor and subordinate should discuss and determine the appropriateness of training.

Travel reimbursement (for conducting business)

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The Comptroller General's Travel Support Document must be completed as outlined in the policy below, signed by the supervisor and the Division Director and submitted to Internal Operations for reimbursement (the Supervisor should sign as the Travel Approver and the Division Director should sign below that). This form can be accessed at: <http://www.state.sc.us/dio/OIOForms2.htm>. In the Finance section, select the proper "Travel Support Document" for the calendar year of travel.

Local Travel

Local travel for employees is not reimbursable unless it exceeds 10 miles each round trip. Employees are expected to take the most direct route possible to their destination. Alternate means of accomplishing tasks such as Intra-agency Mail for deliveries, ordering supplies on-line, and using remote capture for bank deposits should be used to limit local travel whenever possible.

Please note that effective November 16, 2011, the Budget and Control Board will no longer reimburse meals for single calendar day trips.

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Travel Reimbursements and Remittances

Quick Reference:

Lodging	<ul style="list-style-type: none"> • <u>Standard</u> GSA rate: \$83.00 per night excluding taxes (effective October 1, 2014) • Check GSA Web site before travel for up-to-date rates (www.GSA.gov) • Reimbursement is limited to one-half of the double occupancy rate if the room is shared with another government employee up to GSA rate • Higher rates for select locations • Rates are subject to change • Rates that exceed the GSA rate must be approved in writing by the Board's Executive Director in advance (CG Form C required) • Receipt required for reimbursement • Amount requested for reimbursement must be attributable only to the employee
Meals	<ul style="list-style-type: none"> • Up to \$25 a day for in-state travel (see time schedule on page Error! Bookmark not defined.) • Up to \$32 a day for out-of-state travel (see time schedule on page Error! Bookmark not defined.) • No receipts required for reimbursement
Transportation and Mileage	<ul style="list-style-type: none"> • The mode of transportation used must be the most economical alternative (see State Vehicle request and Rental Cost Calculator links on page Error! Bookmark not defined.) • Travel must be along the most direct route practical • 57.5¢ per mile for privately owned vehicle (POV) and Motor Pool car is unavailable (Rate effective for trips taken on or after January 1, 2015.) 53.5¢ per mile for privately owned vehicle (POV) and Motor Pool car is reasonably available or practical (Rate effective for trips taken on or after January 1, 2015.) or - • At the current IRS rate, if less than 53.5¢ per mile (Effective 01/01/2015).
Out- of-State Travel	<ul style="list-style-type: none"> • Out-of-state must be approved prior to the trip by the Chief of Staff. • The amount requested as reimbursement for "out-of-state" lodging must be (a) equal to or lesser than the applicable rate set by the US GSA or (b) approved in writing by the Board's Executive Director prior to the trip.

All requests for out-of-state travel must receive **prior** written approval by the traveler's supervisor and the Chief of Staff.

Contact your supervisor for more information on your individual Division's internal travel approval procedures.

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Lodging Reimbursement

1. If lodging cannot be obtained at or below the GSA rate, the Executive Director may approve lodging at a higher rate. Approval of reservations for lodging that will exceed the GSA lodging rate is required in advance and must be in writing by the Board's Executive Director. Please see the section titled "Lodging Reimbursement-Limited Exceptions to the Standard Rate" for additional instructions when the lodging cannot be obtained at the GSA rate.
2. The lodging reimbursement rate for state employees will be capped at the rate established by the United States General Services Administration (GSA) as applicable for the travel dates. **Effective, October 1, 2014, the standard reimbursement rate for lodging is \$83 per night**, excluding taxes, with higher rates established for certain destinations and dates. Please refer to the GSA rates as listed on the internet for the rates for select locations and dates. Lodging rates must be confirmed prior to the stay by using the GSA Web site. If the request for reimbursement is greater than the standard rate, print a copy of the GSA webpage and attach it to the reimbursement request. **If neither the city nor the county is listed, the location is reimbursed at the standard rate of \$83.00 per night.**
3. Reimbursement is limited to one-half of the double occupancy rate if the room is shared with another government employee on official State business travel up to the maximum GSA rate, excluding taxes, for the particular location and date.
4. **No reimbursement for overnight accommodations will be made within 50 miles of the traveler's Official Headquarters and/or residence.**
5. An itemized receipt of the employee's lodging (hotel bill) identifying the services provided and that the bill was paid must be provided for reimbursement to the employee.

The search page for the U. S. General Services Administration - Domestic Per Diem Rates:

<http://www.gsa.gov/portal/content/104877>

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Instructions for using the Web site:

Step 1: Go to www.gsa.gov/perdiem

Step 2: Search by City, State or Zip code or use the drop down box to select the fiscal year corresponding to the dates of travel. Please note this is the Federal fiscal year schedule (effective October 1 each year).

Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pulldown and clicking on the map.

SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)

Enter your city OR Enter your ZIP Code **FIND PER DIEM RATES**

South Carolina

SEARCH BY STATE

Find Rates for: Fiscal Year 2013 (Current Year)



The Department of Defense sets for rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)

Step 3: Click on the state TO which you will be traveling.

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Step 4: Locate the city or county destination on the list. If the city or county is not specifically listed, then lodging is reimbursed at the standard rate.

You searched for: South Carolina

Primary Destination* (1)	County (2, 3)
Standard Rate	Applies for all locations without specified rates
Aiken	Aiken
Charleston	Charleston, Berkeley and Dorchester
Columbia	Richland / Lexington
Greenville	Greenville
Hilton Head	Beaufort
Myrtle Beach	Horry

New GSA rates for the federal fiscal year beginning October 1, 2014:

You searched for: South Carolina

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											
		2014			2015								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83
Aiken	Aiken	88	88	88	88	88	88	88	88	88	88	88	88
Charleston	Charleston / Berkeley / Dorchester	157	142	142	142	142	186	186	186	157	157	157	157
Columbia	Richland / Lexington	94	94	94	94	94	94	94	94	94	94	94	94
Hilton Head	Beaufort	104	104	104	104	104	104	133	133	133	133	104	104
Myrtle Beach	Horry	83	83	83	83	83	83	101	101	143	143	143	83

*Rates are subject to change periodically; please refer to <http://www.gsa.gov/portal/category/100120> for up-to-date rate information.

Lodging Reimbursement – Limited Exceptions to the Standard Rate

Advance approval of each reservation for lodging that will exceed the GSA lodging rate is required and must be approved in writing by the Board's Executive Director.

To request the Executive Director's approval for lodging in excess of the GSA rate, the following is required:

1. A written request for an exception signed by the employee and the employee's Division and Division Director. The Division and Division Director's signature indicates they reviewed the request and consider an exception justified on the basis of cost or extenuating circumstances.

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2. A written justification for the request that either (1) demonstrates the higher rate is offset or less expensive given other travel costs that will be incurred as a result of staying at GSA compliant lodging, or (2) explains extenuating circumstances that eliminate GSA compliant lodging as an option. If lodging establishments do not have any GSA rate rooms available or will not honor the GSA rate, the justification must identify the lodging establishments contacted and the reasons the GSA rate was not available. At a minimum, the contacted lodging establishments must include those reported on the GSA Web site as offering rates at or below the GSA rate. The link for the website is: <http://www.gsa.gov/portal/content/104419>.
3. A copy of the GSA webpage displaying the GSA rate for the destination and date that matches the employee's date of travel.
4. The Office of the Comptroller General requires the attachment of "Approval for Exceeding Travel Expense Limits" (Form C) for lodging reimbursement that exceeds the GSA room rate. This form must be signed by the Executive Director in advance of the trip. The link for the form is: <http://www.state.sc.us/dio/docs/Travel%20Reimbursement%20Exceeding%20Justification.pdf> .
5. Exceptions to any requirements relating to the timing of requests for approval of higher rates may be allowed only in emergencies.

Guidelines as stated above also apply to "Direct Bill" arrangements for lodging on behalf of employees.

Out of State Travel

All requests for out-of-state travel must receive prior approval by the traveler's supervisor and the Chief of Staff in the Division of Executive Director. Requests must be submitted to the Chief of Staff with the Conference/Training Request [form](#).

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Meal Reimbursement

1. Meals will be reimbursed at no more than **\$25 a day for in-state travel and \$32 for out-of-state travel.**
2. When reimbursements for meals are claimed, the dates and times of departure and arrival, the starting point, and the destination must be shown. If this information is not on the travel voucher, the voucher will be returned to the Division. Any changes in departure and arrival times must be initialed by the traveler. Requests for meal reimbursement are claimed on the Travel Support Document.
3. The following time schedule will be used to determine the reimbursement amount for meals.

If Departure Time Is:		And If Return Time Is:		AMOUNT PER MEAL	
				In State Maximum \$25/day	Out-of-State Maximum \$32/Day
1.	Before 6:30 A.M.	*1.	After 11:00 A.M.	*\$ 6.00	*\$ 7.00
		*2.	After 1:30 P.M. (Lunch)	*\$ 7.00	*\$ 9.00
		*3.	After 8:30 P.M. (Dinner)	*\$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. (Dinner)	*\$12.00	*\$16.00
3.	11:00 A.M. or after and before 5:15 P.M.	*1.	After 8:30 P.M. (Dinner)	*\$12.00	*\$16.00

*No reimbursement shall be made for meals within ten (10) miles of an employee's Official Headquarters and/or residence. Agency directors may increase this distance requirement as deemed appropriate.

4. The time limitations for breakfast will not apply for overnight trips when returning early in the morning. If an employee is required to stay overnight and return home early in the morning, the employee is eligible for reimbursement for breakfast. Examples of when this might occur include a conference that ends late in the evening or when a flight is not available until the next morning.
5. Employees required by their agency head, as a part of their official State duties, to attend statewide, regional or district meetings within the area in which the employee is headquartered, may receive reimbursement for the cost of the meals served at such meetings if at least 75% of those attending the meeting are 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, referenced above, exceeds the state allowance, receipts must be provided in order to receive reimbursement.
6. Payments to vendors for meals provided at statewide, regional or district meetings must include a description of the purpose of the meeting and a list of participants, the names and place of employment of all State employees attending, and a statement that no further claim for subsistence will be made by the participants. If any employees are not eligible for meal reimbursements under the travel regulations, a statement signed by the agency head requiring their attendance must be attached. Meetings of boards, commissions, or committees whose reimbursement is established by law are not considered statewide meetings. Providing meals and refreshments for staff meetings is prohibited.

Note: Effective November 16 2011, reportable meals (meals for single calendar day travel) will no longer be reimbursed at the Budget & Control Board.

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Mileage Reimbursement

1. Requests for a state vehicle should be submitted through the State Fleet Management (SFM) website. The link to request rental of a state vehicle is http://www.sc.edu/vmps/statefl/statefl_rq.htm. If a state vehicle is not available, SFM will return a “Certificate of Non-Availability” to the requestor which must be attached to the travel reimbursement form.
2. When a privately owned vehicle is used to conduct official State business and a Motor Pool car is unavailable, the reimbursement rate is **57.5¢** per mile beginning January 1, **2015**. If an employee uses a private vehicle for his or her personal benefit when a state motor pool vehicle is reasonably available and practical, mileage reimbursement is decreased by 4 cents a mile to **53.5¢** per mile per mile beginning January 1, **2015**.
3. The higher rate of reimbursement may be justified with one of the following documents attached to the travel reimbursement request:
 - a. “Certificate of Non-Availability” from State Fleet Management
 - b. Completed “State Fleet Rental Cost Calculator” which reflects the use of a personal vehicle as more economical (This document may be completed and copied from the SFM website. The link is <http://www.ogs.state.sc.us/statefleet/SFM-calc-rates.phtm>.)
 - c. Extenuating Circumstances justified by written memorandum. For example: business-related errands on varying days where use of a state car is not feasible
4. Travel along the most direct route practical to the airport by the employee requesting reimbursement is justification for reimbursement at the higher rate for mileage.
5. If an employee travels often by privately owned vehicle (POV) as a part of his or her job, a written analysis must be maintained documenting that use of the POV at **57.5¢** per mile is more economical than leasing a vehicle from State Fleet Management. (Rate is effective 01/01/2015.)
6. Please be aware that the rates may decrease. If the Internal Revenue Service (IRS) reduces its rate below **57.5¢** per mile, the state rate decreases to the rate set by the IRS. Regardless of IRS’s rate, the state rate will not exceed **57.5¢** and **53.5¢** per mile without further state legislation. Internal Operations will notify Divisions if the state rate changes. (Rate is effective 01/01/2015.)
7. When more than one employee is traveling to the same location, the authorized number of automobiles must be limited to not more than one automobile to two people.
8. A separate entry must be made for travel in the vicinity of a community or city. Only actual miles driven on official State business will be reimbursed.
9. Mileage between the employee's home and their place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from their 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.
10. If traveling outside of South Carolina, mileage to and from the airport and your home must be claimed as "Out of State" mileage.
11. The traveler may claim tenths of a mile on each line item; however, if the reimbursement rate is at three (3) decimal places, the dollar value must be rounded down to the nearest cent.

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12. If traveling out of State, an employee who finds it necessary to rent a car, to be used for official State business only, may receive reimbursement provided a bill from the rental agency is attached.

Automobile Travel When Air Travel is Most Economical Mode of Travel

1. The Appropriations Act states that transportation for official State Business will be accomplished by the most economical method. Based on this, an employee who elects to drive his or her car for convenience when more economical modes of travel are available is entitled to reimbursement for:
 - Mileage equal to the amount of coach or tourist airplane fare
 - Vicinity mileage incurred on official State business in lieu of using a taxi
 - Parking fees equal to that which would have been incurred if car had been parked at an airport
 - Meals based on date and time 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 reimbursement will be paid

Air and Other Transportation

1. Airline reservations may be handled through a travel agency, by the employee, or by the employee's agency. Travel agencies usually obtain a better price than is obtained by direct dealings with the airline. Travel agency charges may be billed to the agency. Agency approval must be obtained before this is done.
2. The employee may purchase an airline ticket using personal funds and be reimbursed along with other travel expenses. Employees who purchase their own tickets must have prior agency approval for the trip. Receipts for airline tickets must be attached to the Travel Support Document when reimbursement is requested. **If an employee must purchase their own airline ticket, reimbursement cannot be made until after the trip is taken.** Air fare will be reimbursed at costs of tourist or coach fare.
3. Reimbursement for taxis does not require receipts. Bus fares and railway fares require receipts for reimbursement.
4. State agencies and employees shall select carriers based on cost and time criteria, not on whether frequent flyer premiums are given. State agencies must ensure that employees earning frequent flyer premiums while traveling on state business use them to reduce the cost of subsequent business travel whenever possible.

Telephone Charge Reimbursement

Telephone calls made for official State business of the State are reimbursable. Personal telephone calls generally are not reimbursable; however, an employee traveling overnight on state government business may be reimbursed for a brief call to their residence (averaging not more than one call per day). In practice, the Comptroller General's Office considers "brief" to be no more than 10 minutes in length. A fixed charge by a hotel for telephone service may be reimbursed as part of lodging if listed as a separate charge.

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Conference and Miscellaneous Expenditures

1. Miscellaneous Expenditures - A receipt is required for all miscellaneous expenditures, such as:
 - Parking Fees for State-owned and privately owned vehicles
 - Parking Garage
 - Parking at Airport
2. Gratuities are not an allowable reimbursement for state employees.
3. Portage, in general, is not an allowable reimbursement for state employees. However, portage is allowed if an employee flies to a major city out-of-state when there is no option concerning baggage handling. Portage may also be reimbursed when an employee has heavy, excess equipment needed to conduct official State business. No receipt is required.
4. Registration Fees - If a multi-day conference registration fee includes a meal, charge the State allowance for the meal to travel and the difference to registration fees. Meals which are optional and are stated separately from the registration fee may not be paid by the agency.
5. When requesting reimbursement for travel expenses related to conferences, workshops, training seminars, etc., a copy of the agenda must be attached to the Travel Support Document.
6. When requesting reimbursement for registration fees paid by the employee, a receipt from the organization or a copy of the employee's canceled check along with a copy of the agenda must be attached to the Travel Support Document. Bank account numbers and other confidential employee information should be hidden before scanning documents for reimbursement.
7. All out-of-state travel, including the out-of-state travel of Division directors, must be approved by the Chief of Staff. Approval is required, even though an employee will not claim reimbursement for travel expenses unless the travel occurs entirely outside the employee's scheduled work hours or only while the employee is on leave. Blanket approval may be requested for a continuing duty assignment that requires several trips out-of-state. Approval must be written and retained for three years. Approval by e-mail is sufficient.
8. By not later than July 31 of each year, divisions must analyze the travel of their employees who travel frequently as part of their ordinary and usual duties. The analysis must determine if business may be effectively conducted in a more economical way than by travel. If the employee or employees travel by vehicle, the analysis must also compare the cost of using privately owned vehicles to using leased vehicles from State Fleet Management. If the division determines to use the less economical mode of transportation, the analysis must include a justification.
9. Based upon business reasons or special needs of employees that make the more economical mode of transportation impractical, the analysis and explanation must be written and maintained within the division for a minimum of three years.

Per Diem

No full time Officer or employee of the State shall draw any per diem allowance. Per Diem is a daily fee given in lieu of an annual salary to members of State Boards, Commissions, and Committees.

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Travel Documents Required by Internal Operations for Travel Reimbursement

The following documentation must be submitted for proper travel reimbursement.

1. The Travel Support Document STARS Form 62 must be prepared in blue or black ink or may be printed using Excel. Use the form is available on the Board Intranet website to ensure the most current rates. The rates can be updated on the form to ensure the proper rate is selected for the dates of travel. The “Travel Support Document” link is <http://www.state.sc.us/dio/OIOForms2.htm>. In the Finance section, select the proper “Travel Support Document” for the calendar year of travel.
2. The document is required for reimbursement of mileage, per diem, meals, other transportation, and miscellaneous travel expense and subsistence allowance. The form provides additional columns to assist with reporting expenses for lodging, air transportation, registration fees and non-state employee travel.
3. The Office of the Comptroller General requests that the information on the Travel Support Document not be repeated using ditto marks.
4. An employee requesting reimbursement must enter his or her name on the Travel Support Document as it appears for payroll purposes.
5. The address for the traveler’s Official Headquarters must reflect the city or town in which their Official Headquarters is located, e.g., Columbia, S.C.
6. The original signature of each traveler requesting reimbursement must appear in blue or black ink on the signature line on the Travel Support Document. An employee's "supposed" signature, followed by another individual's initials or name is not acceptable. (i.e., one employee cannot sign for another employee). There may be rare occasions when a substitute signature is permitted.
7. **The Travel Support Document must be approved by the traveler's immediate supervisor.**
8. Supervisors are responsible for ensuring that their employees travel complies with all applicable rules and guidelines. A “Travel Checklist”, which is available on the Internal Operations’ Web site and in this guide, asks a series of questions that focuses a supervisor’s attention on the most frequently encountered travel provisions. Completion of the checklist is evidence that a supervisor has conducted a review for compliance with the applicable travel provisions. Since the checklist is not comprehensive, supervisors must remain mindful of other applicable travel rules and may find it helpful to supplement the checklist with questions of their own. A completed “Travel Checklist” is not required for Internal Operations to process a travel payment. A supervisor’s signature on a travel reimbursement document attests that the supervisor has reviewed and is satisfied that the travel reimbursement request is in compliance with the applicable rules and guidelines. However, supervisors or their organizational unit may want the “Travel Checklist” completed and retained as evidence that the required oversight was conducted.

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Internal Operations does not require any additional documentation to process travel reimbursements than those defined in this policy if the amount requested for lodging is equal to or less than the standard GSA rate per night or less, excluding taxes. However, when requested reimbursement for lodging is greater than the standard GSA rate per night, the following additional documentation must be submitted to Internal Operations.

1. If reimbursement is requested for more than the standard GSA rate per night excluding taxes, **but** the amount requested is at or less than the GSA rate established for the particular location and date of travel, the travel reimbursement request must include a copy of the GSA webpage displaying the higher rate.
2. If reimbursement is requested for an amount that exceeds the GSA rate applicable to the particular destination and date of travel, the travel reimbursement request must include copies of all documents submitted to the Executive Director through the Chief of Staff and documentation of the Executive Director's approval of the higher lodging rate. The Executive Director's approval must indicate the nightly lodging rate that is approved and permissible for Internal Operations to process.

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J	Destination of Travel Departure Destination Return	Enter the point of departure (<i>i.e., name of city</i>) and the destination. Enter the same information for return
K	“1” or “2”	Separate codes for In-state travel and Out-of-State travel are provided. <u>The destination of the trip will determine the classification; “1”-In-State, or “2”-Out-of-State, for all expenses related to the trip.</u> Enter In-State travel on a line and enter Code “1”. Enter Out-of-State travel on a separate line and enter Code “2”. The applicable expenses in each classification will be recorded on the appropriate line. Travel from home to the airport for out-of-state travel uses code 2.
L	Auto Miles	Enter the miles traveled in the private automobile.
M	Per Diem	Enter the appropriate amount for Per Diem, as authorized by the General Appropriations Act per regulations. Full-time State employees are not eligible.
N	Meals	Enter the amount allowed for meals per Budget and Control Board travel regulations. The amount claimed may not exceed maximum amounts in travel regulations. Expenditures for meals without overnight travel are coded 5051520000.
O	Lodging	Enter the amount spent for lodging as supported by attached paid receipts.
P	Air Transportation	Enter the actual expense if air travel occurred on a commercial airline. Use of private aircraft within State is reimbursed at the same mileage rate as for use of private auto. Outside of state, reimbursed up to commercial airline rate. Documentation substantiating the charges must be attached.
Q	Other Transportation	Enter expenses for the transportation other than air or private automobile.
R	Misc. Travel Expense	Enter expense incurred for non-transportation. <i>Examples are parking fees, telephone, etc. Parking fees must have receipts.</i>
S	Subsistence Allowance	Enter the amount of subsistence allowance as authorized by the General Appropriations Act and Budget and Control Board Travel Regulations. <i>The allowance is regulated by Proviso. Effective October 1st, 2014, the total amount is \$175.79. Of this amount, \$145 is not taxable and is coded with GL 5050080000 (non-reportable for individuals driving over 50 miles) and \$30.79 is coded with GL 5051510000 and is reported as taxable.</i>
T	Registration Fees	Enter expense for registration fees paid by the traveler. Supporting documentation must be attached
U	Non-State Employee Travel	Enter expense incurred by non-state employees for transportation, mileage, lodging, meals and registration fees. Expenditures for meals without overnight travel are coded 5021430000.
V	Total	The worksheet will calculate the total of amounts in Field M through T inclusive, for each line of data. Verify the total calculated and correct as needed.
W	Total Auto Miles	The worksheet will calculate the total of auto mileage In-State on line "1" and Out-of-State on line "2". Verify the totals calculated and correct as needed.
X	Rate Per Mile	Verify the rate per mile for reimbursement for use of private automobile as authorized in the General Appropriations Act and Budget and Control Board. This field should be updated to comply with rates authorized at the time of travel. See the Mileage Reimbursement section for factors that determine the appropriate rate for reimbursement and justification required for use of the higher rate of reimbursement.
Y	Total Auto Mileage	The worksheet will calculate the amount due for auto reimbursement mileage (miles Field W times rate Field X. This field is required to round down.) Verify the total calculated and correct as needed.

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Z	Total Per Diem	The worksheet will calculate the total for Per Diem - In-State – “1” and/or Out-of-State “2” as appropriate. Verify the total calculated and correct as needed.
AA	Total Meals (Reportable)	Enter the total for meals coded 5051520000.
BB	Total Meals (Non-Reportable)	Enter the total for meals coded 5050010000 or 5050510000.
CC	Total Lodging	The worksheet will calculate the total for lodging in line “1” and/or line “2” as appropriate. Verify the total calculated and correct as needed.
DD	Total Air Transportation	The worksheet will calculate the total for Air Transportation in line “1” and/or line “2” as appropriate. Verify the total calculated and correct as needed.
EE	Total Other Transportation	The worksheet will calculate the total for Other Transportation in line “1” and/or line “2” as appropriate. Verify the total calculated and correct as needed.
FF	Total Miscellaneous Travel Expenses	The worksheet will calculate the total of miscellaneous Travel Expenses in line “1” and/or line “2” as appropriate. A brief explanation of each item claimed in this field must be entered in space on the last three lines of the form. Verify the total calculated and correct as needed.
GG	Total Subsistence Allowance (Reportable)	Enter the total for Subsistence Allowance coded 5051510000.
HH	Total Subsistence Allowance (Non-Reportable)	Enter the total for Subsistence Allowance in line “1” and/or line “2” as appropriate.
II	Total Registration Fees	The worksheet will calculate the total of registration fees in line “1” and/or line “2” as appropriate. Verify the total calculated and correct as needed.
JJ	Total Non-State Employee Travel-(Reportable)	Enter the total coded 5021440000.
KK	Total Non-State Employee Travel-(Non-Reportable)	Enter the total coded 5021430000.
LL	Total Reportable Expenses	The worksheet will calculate the sum of AA, GG and JJ. Verify the total calculated and correct as needed.
MM	Total 1	The worksheet will calculate the sum of the totals in line “1”. Verify the total calculated and correct as needed.
NN	Total 2	The worksheet will calculate the sum of the totals in line “2”. Verify the total calculated and correct as needed.
OO	Grand Total	The worksheet will calculate the sum of amounts shown as Total, Total 1 and Total 2. Verify the total calculated and correct as needed.
PP	Signature	Signature of traveler requesting reimbursement
QQ	Travel Approver Signature	Signature of supervisor/person authorized to approve travel for this employee.
RR	Travel Advance	Enter the total amount of travel advance received by traveler. If no travel advance received, leave blank.

Budget and Finance Procedures

Travel Checklist

***** THIS CHECKLIST IS NOT REQUIRED FOR REIMBURSEMENT *****

Supervisors who authorize reimbursement of travel for Board employees are responsible for ensuring that the travel is in compliance with state law, regulations and Board policy and that travel expenses were incurred with the same care that a prudent person would exercise in traveling on personal business.

Supervisors may want to answer the following questions as a means of checking particular travel against the most frequently encountered rules and guidelines. Until all applicable questions can be answered “yes,” a supervisor must not approve a travel or payment request. This checklist is for the supervisor’s and his or her organization’s use and is not required for Internal Operations to process payment. A supervisor’s signature on travel payment documents is sufficient attestation that the travel is in compliance with applicable rules and guidelines.

Statement		Answer: Yes, No, or Not Applicable
Out-of-State and Conference Travel		
1.	If travel is out-of-state, was it approved by the Chief of Staff?	
2.	Is the amount requested as reimbursement for “out-of-state” lodging: (a) equal to or less than the applicable rate set by the US General Services Administration (GSA), or (b) approved in writing by the Board’s Executive Director?	
Transportation		
1.	Was the mode of travel used the most economical alternative? (see note below)	
2.	Is mileage claimed for the most direct route practicable?	
3.	If mileage is claimed at 57.5¢ a mile, was a State Fleet vehicle unavailable or impractical? If yes, attach the Certificate of Non-Availability from SFM or other justification to the Travel Support Document. (See page Error! Bookmark not defined. for more information.)	
4.	Is the mileage rate used to calculate reimbursement in compliance with rates published by the Office of the Comptroller General or with the Appropriations Act and subsequent proviso for the time of travel?	
Lodging		
1.	Is the amount requested for lodging expenses attributable only to the employee?	
2.	Is the amount requested as reimbursement for lodging: (a) equal to or less than the applicable rate set by the US General Services Administration (GSA), or (b) approved in writing by the Board’s Executive Director?	

NOTE: If an employee travels often by privately owned vehicle (POV) as a part of his or her job, a written analysis must be maintained documenting that use of the POV at the rate applicable during the time of travel is more economical than leasing a vehicle from State Fleet Management

Traveler’s Name	Signature, Supervisor Authorized to Approve Travel Reimbursement
Dates of Trip	Print: Supervisor’s Name
Destination and Purpose of Trip	

Budget and Finance Procedures

Travel Advances

Purpose:

To establish procedures for Divisions of the Budget and Control Board regarding the advance of funds to individuals for the purpose of travel relating to official State business.

Procedures:

- A. The Appropriations Act provides authority for advance travel payments. The primary purpose for providing cash advances to employees who are traveling on official State business is to relieve the financial burden of the traveler. Travel advances must be submitted a "Travel Advance Request" form. The form is located on the Office of the Comptroller General website at the following link:
<http://www.cg.sc.gov/guidanceandformsforstateagencies/Pages/travelformsmileagerate.aspx>
- B. Budget and Control Board Regulation 19-101.19 regarding travel advances states that:
- No travel advance shall be made to an employee for travel within the State of South Carolina, without the specific approval of the Budget and Control Board.
 - No travel advance shall be made for more than 80% of the estimated amount of meals and lodging. Departure and arrival times will determine the amount allowable for meals.
 - No advance shall be made in instances where 80% of the estimated travel expense does not exceed \$250.00.
1. Travel advances shall be repaid within 30 days after the trip is taken. Requests for reimbursement associated with travel for which a travel advance was made (i.e. actual travel expenses exceeding the amount of the advance) must not be encumbered.
 2. Complete a "Travel Advance Request" form. The form must be approved by a person authorized to approve travel reimbursements.
 3. Send an original "Travel Advance Request" form to Internal Operations at least 14 days prior to the beginning of the departure date of the trip.
 4. When the employee returns from the trip for which a travel advance was made, a Travel Support Document must be completed recording the actual travel expenses with the proper lodging receipts and other supporting documentation. Travel Support Documentation must be submitted within 30 days after the end of the trip or the end of the fiscal year whichever comes first.
 - If the total expenses on the Travel Support Document exceed the travel advance then the "Grand Total" field will reflect the amount due the employee. (Actual expenses minus advance).
 - If the total expenses on the Travel Support Document are less than the travel advance, a check from the employee payable to the State Treasurer in the amount of funds not used from the original travel advance must be attached to the Travel Support Document.
 5. Send the approved Travel Support Document (with check if applicable) to Accounts Payable.
 6. If an employee fails to comply with # 4, no other Travel Support Document can be processed until the expenses related to the travel advance have been cleared.
 7. Travel Support Documents related to the documentation of travel advance expenses must not be encumbered.

Budget and Finance Procedures

Direct Payment to Hotels/Motels

Purpose:

Provide a procedure allowing Divisions to make direct payment to hotels/motels for lodging accommodations.

Procedures

- A. Direct payment to hotels/motels will be allowed for lodging only. Telephone bills and meals cannot be included in a direct billing.
- B. When an employee submits a Travel Support Document for reimbursement of other expenses related to the trip, he or she must state that lodging expenses were direct billed by the hotel (specify the name of the hotel).
- C. Each employee must be made aware of the fact that he or she must sign the hotel lodging receipt upon checking out of the hotel.
- D. To process the remittance to the hotel, the following documents will be required:
 - a. A hotel invoice
 - b. A copy of each employee's lodging receipt
 - c. OCG Form B
 - d. A direct bill memorandum
- E. The direct bill memorandum must identify the reason for the direct billing, the name and address of the hotel, the inclusive dates of service and the employee names and id numbers covered by the direct bill agreement.