

TITLE OF POLICY: TRAVEL POLICY

SECTION: FINANCE

POLICY NUMBER: 505

EFFECTIVE DATE: 01/01/18

OFFICE OF RESPONSIBILITY: FINANCE

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POLICY

Travel and transportation at state expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices. Pursuant to Budget and Control Board Regulation 19-101.07, Travel and Subsistence Limitations (“Travel and subsistence limitations may be made more restrictive by the agency head or director as dictated by agency requirements.”), the S.C. Department of Education (SCDE) adopts the following travel policy for SCDE authorized travel.

I. PROCEDURE

A traveler on official business will exercise the same care in 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 the performance of an assignment are not considered acceptable as exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except where exigencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method.

A. Definitions Related to Reimbursement Regulations

1. Employee: An individual who is employed by and paid on permanent or temporary payroll of the state or a person performing assigned duties for the Department, but not paid on the payroll of the state (non-state employee).

2. Subsistence: The amount of funds reimbursed for meals and lodging.
3. Residence: The fixed or permanent domicile of an employee that can be reasonably justified as a bona fide place of actual residence.
4. Assigned Headquarters: The location where an employee is regularly assigned to perform his duties. If an employee is not assigned to an official headquarters by the Department, his headquarters shall be his residence. In the case of an employee whose headquarters is his residence, no reimbursement will be provided for traveling to an agency facility in Columbia.
5. Mileage Allowance: A rate per mile which is charged in lieu of actual expenses of operation of a privately owned motor vehicle.

B. Travel Request Authorization

1. A Travel Request Authorization (TRA) form must be completed and approved in advance of departure. Supporting documentation should be attached to the TRA form. Any deviation from these procedures will delay and possibly disallow the travel reimbursement. This form must be completed when:
 - a. traveling out-of-state;
 - b. traveling overnight;
(REMINDER: You may only be reimbursed for lodging if more than 50 miles from headquarters or residence.);
 - c. purchasing an airline ticket;
 - d. a registration fee is required to attend a conference or seminar;
 - e. renting a state vehicle from the State Fleet Management Office (applicable to specific offices within the agency);
 - f. renting a vehicle from a company (Enterprise, Hertz, Dollar, etc.);
 - g. Agency Purchasing Card (PCard) payment in the Office of Finance or direct billing by purchase order issued by the Office of Procurement,
 - h. seeking reimbursement for use of a personal vehicle; or
 - i. at the direction of the office director or deputy.
2. ALL out-of-state travel must be approved by the State Superintendent. Procedures also apply to non-state employees and non-SCDE employees traveling on behalf of the SCDE.

3. In-state overnight travel must be submitted to the employee's immediate supervisor, director, or deputy for approval. Directors may have authority to approve in-state travel for office staff if hotel lodging is not over the federal lodging rate and cost of anticipated travel does not exceed \$2,000. Employee should check with their division deputy regarding signature authorization levels for travel as the requirements vary within divisions.
4. Overnight travel that will exceed the federal lodging rate must be submitted for approval and signature to the division deputy, CFO and Superintendent prior to the trip, even if the traveler is sharing the room with another participant and splitting the costs. Procedures also apply to non-state employees and non-SCDE employees traveling on behalf of the SCDE. Federal lodging rates are found at <http://www.gsa.gov>. Click on the per diem rates link.
5. If overnight travel exceeds the federal lodging rate a justification must be attached to the TRA form explaining why that particular hotel was selected. Traveler should contact at least three hotels within the vicinity to secure the lowest lodging rate. Other acceptable justifications for exceeding the federal lodging rate are listed below:
 - a. Traveler requested that the hotel provide lodging accommodations at the federal lodging rate and the request was denied. Reasonable attempts were made to find a hotel facility that accepts the federal lodging rate.
 - b. Hotel is the site of the event or conference. Hotel is holding rooms for the event/conference at a special rate for state employees.
 - c. The cost to travel between a hotel offering the federal lodging rate and the conference site exceeds the difference between the conference hotel rate and the federal rate.
 - d. Traveler is sharing room with another participant and splitting lodging cost.
 - e. Hotel selection is based on safety reasons. Interior entrances and exits versus exterior entrances and exits to hotel room.
6. With prior approval from the Director/Deputy, employees may take a state fleet vehicle to their home and leave for business travel from their home if it is more cost effective to do so.
7. ALL fields on the TRA form must be completed. If specific expenses are not incurred on behalf of the SCDE employee or agency, the employee should indicate a "0" in the appropriate field in the "Cost Estimate" section of the form.

C. Advance Payment for Registration Fee

The Department will pay a registration fee in advance for attendance at a conference, seminar or workshop. The requesting office must provide the Office of Finance a hard copy of the funding information, signature approvals, contact name and number; and agenda or supporting documentation prior to the function to process for payment.

Any meal included in the registration fee cannot be claimed on a travel claim even if the traveler chooses not to partake of the meal.

D. General Rules for Reimbursement

1. Subsistence

- a. *Meal Allowances* - Meals may be reimbursed for actual expenditures incurred up to the state's meal allowance when an employee is traveling on official state business and is in travel status (more than ten miles from official headquarters and/or residence). It is SCDE policy to not reimburse employees for one-day meals. In determining the maximum amount of subsistence for meals which may be reimbursed, the following time schedule must be adhered to:

MEALS	DEPART BEFORE	RETURN AFTER	IN-STATE	OUT-OF-STATE
Breakfast	6:30 AM	11:00AM	\$ 6.00	\$ 7.00
Lunch	11:00 AM	1:30 PM	\$ 7.00	\$ 9.00
Supper	5:15 PM	8:30 PM	\$12.00	\$16.00
DAILY MAXIMUM ALLOWANCE			\$25.00	\$32.00

- b. *Breakfast Allowance For Overnight Trips* - The time limitations for breakfast will not apply for overnight trips if both of the following conditions are met:
- 1) The employee is in travel status (more than 10 miles from residence and/or headquarters).
 - 2) the employee is in travel status after 8:30 PM and arrives back after 2:30 AM.
(i.e. traveler eats at 1:00 AM and returns after 2:30 AM, he/she is eligible for breakfast)
- c. *Meals Served At Meetings* - Employees required by their agency head 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 percent 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 meals referenced above exceeds the state allowance, receipts must be provided in order to receive reimbursement.

- d. Lodging shall be paid by PCard. As a cost savings measure, employees are encouraged to share rooms with other participants when practical. Each employee must contact the Office of Finance to secure reservations using the PCard. The Hotel Billing Travel Affidavit must be completed each time an employee travels. An itemized receipt (folio) must be returned to the Office of Finance within three (3) days of travel completion. If no lodging is claimed by an employee for overnight travel, it must be noted on the travel document that no cost was incurred by the State.
- e. Lodging (room charges and taxes ONLY) may be paid by PCard. The approved and signed TRA form and signed direct payment of lodging form must be completed and submitted to Finance for processing. The requesting office may then work with the PCard holder to secure the reservation. Regardless of whether PCard is used or the traveler is reimbursed, no payment or reimbursement shall be made for lodging within 50 miles of a traveler's official headquarters and/or residence. Phone calls, food and other hotel charges may not be direct billed or added to PCard for payment.

2. Mileage Reimbursement

- a. *General Rules* - Employees shall be reimbursed for use of a personal vehicle on official business per mile at the rate provided by current IRS rulings as directed by the State Comptroller General's Office *when such reimbursement is the most economical, available method.* To receive reimbursement, travel must exceed 10 miles one way from the employee's home or from his headquarters. See D (2)(d) below. The 10 mile one way rule does not apply to travel between SCDE offices. Travel between SCDE offices will be fully reimbursed. Auto travel should be by the most direct route practicable. Substantial deviation from the distances shown by the current State Highway Map of the South Carolina Department of Transportation or the mileage calculation reported on www.mapquest.com or its equivalent should be explained. A copy of the MapQuest mileage or its equivalent must be attached. When more than one employee is traveling to the same location, the travelers should arrange to car pool, if feasible, or explain on the TRA why it is not. When use of a personal vehicle is not the most economical available method, the employee may request reimbursement at the lower cost that would have been expended on a state-provided long-term lease vehicle or state-contract rental car.
- b. *Vicinity Mileage* - A separate entry shall be made on the travel document for travel in the vicinity of a community or city. Only actual miles driven on official state business will be reimbursed.

- c. *Mileage Rate* - A charge of **54.5 cents** per mile (or the current federal reimbursement rate as stated in 2.a.) will be allowed for the use of an employee's personal automobile when a state-provided long-term lease vehicle or state-contract rental car is not available or practical. The director/deputy determines practicality of use of state-provided long-term lease vehicle or state-contract rental car. An unavailability statement from the state-contract rental car agency or an impracticality statement must be attached to the travel reimbursement form when claiming this rate. Under limited conditions mileage reimbursement will be authorized for the use of a personal vehicle when a state-provided vehicle is available. If approved, a charge of **50.5 cents** per mile will be allowed whenever a state-provided long-term lease vehicle or state-contract rental car is available but the employee requests use of his personal vehicle in traveling on necessary official business. Reimbursement for mileage when a state-provided long-term lease vehicle or state-contract rental car is available must be pre-approved by the division approving authority and will *only be approved if there is a cost savings* in using a personal vehicle over the cost of leasing a state-provided vehicle. A spreadsheet with the Mileage Reimbursement Calculator for estimating cost savings is available at [P://Policy/Travel_505_Mileage Reimbursement Calculator Enterprise- SCDE-1-8-2016.xlsx](P://Policy/Travel_505_Mileage_Reimbursement_Calculator_Enterprise-SCDE-1-8-2016.xlsx). Fuel costs will be estimated using <http://www.columbiagasprices.com/> or a similar site using the "Today" price as of the date of the TRA. When use of a personal vehicle is not the most economical available method, the employee may request reimbursement at the lower cost that would have been expended on a state-provided long-term lease vehicle or state-contract rental car by attaching to the TRA a copy of the spreadsheet calculation. There may be unique situations that require an employee to take a personal vehicle when a state vehicle is available and a cost savings cannot be demonstrated. Reimbursement under these unique circumstances must be pre-approved by the COO.
- d. *Mileage between Residence and Headquarters* - Mileage between an 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 report to the employee's headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at the residence. (see Proviso 117.20(2016))

3. Transportation

Reimbursement may be made for bus, boat, train and taxi fares, and for rental cars. Authorization for rental cars must be obtained on the TRA form (See Section I. B.) which must be approved by the Office Director or Deputy Superintendent or designee. Whenever possible, a state-contract rental car

agency should be used to obtain the most cost effective rates. Reimbursement for rental cars may include the basic rate only. Additional charges shall not be reimbursed.

E. Special Rules for Reimbursement

1. Receipts

Receipts for all expenditures except taxis, portorage and meals within the state allowances shall be attached to the travel document.

2. Driving In Lieu of Airline Travel

When the most economical means of transportation is an airline flight and the employee elects to travel by personal vehicle, mileage reimbursement will be restricted to 1) the price of air fare for a coach ticket, 2) vicinity mileage incurred on official business in lieu of using a taxi, 3) parking fees equal to that which would have been incurred if a car had been parked at an airport, and 4) subsistence based on date and time airline connections would have been made for departure and return. Any period of time exceeding these guidelines will be at the employee's expense and no subsistence will be paid.

3. Dual Employment

No employee of any department or institution of the state shall be paid travel expense by any other department or institution of the state without written approval of the agency by which he is regularly employed. The written approval must be attached to the travel claim. Written approval may be in the form of an approved Dual Employment Form or a letter from the traveler's supervisor or higher authority.

4. Dependents Accompanying Employee

If a dependent accompanies an employee on an authorized business trip, only those expenses which may be directly attributed to the employee may be reimbursed.

5. Superintendent's Meal Allowance

The State Superintendent of Education is not subject to the restrictions of reimbursement for meals. The Superintendent shall receive actual expenses for meals.

6. Special Circumstances

If an individual feels that travel regulations need to be addressed for special circumstances, the Office Director should prepare a memo to the Chief Financial Officer and the appropriate deputy explaining the circumstances. No communication shall be made between individual offices and the Comptroller General's Office. The CFO will contact the Comptroller General's Office and will contact the Office Director upon notification from the Comptroller General's Office. If approval is obtained, the Office Director will be provided

with a copy of the approval letter. A copy of the approval letter should be attached to the related travel claim(s).

7. Travel Split Between Two Fiscal Years
When travel begins in one fiscal year and ends in the next fiscal year, two separate Travel Support Documents *must* be submitted since expenses for the years must be separated.
8. Weekend Travel
Travel incurred earlier or later than required for business purposes must be fully explained as to the cost savings to the state in an attached statement by the employee.

F. Documentation of Expenses

Employees must provide documentation for expenses as follows:

<u>Expense Item</u>	<u>Required Documentation</u>
Lodging	Itemized Hotel/Motel Receipt showing Balance Due “-0-”
Registration Fees	Receipt & Agenda
Parking	Receipt
Rental Car	Receipt
Boat or Train Fares	Receipt
Air Transportation *	Receipt
Postage	Receipt
Telephone	Itemized Lodging Receipt or phone bill
Porterage **	A Written Statement by Employee
Bus	Copy of Ticket
Taxi	None (Tips are not allowed)
Meals	None (See Section D.1.c. for Exception)

*Documentation of air transportation is applicable only when the employee purchased the airline ticket.

**Porterage is generally not a reimbursable expense. It may be reimbursed when an employee flies to a major city out-of-state where there usually is no option concerning baggage handling. Porterage may also be reimbursed when an employee has heavy, excessive equipment or materials needed to conduct State business. Porterage claimed must be documented by an attached statement from the employee stating the nature and purpose of the charge.

II. PROCEDURES

A. Request for Out-of-State Travel

Prior approval for out-of-state travel is required. The TRA form must be completed. (See Section I.B.)

B. Obtaining an Airline Ticket

Airline tickets will be purchased using the Office of Procurement's Purchasing (P) Card. You must submit to the Office of Procurement a completed TRA form with proper signatures and funding codes; departure and arrival times, airport location; and traveler's name and telephone number, birth date and emergency contact number. The ticket will be purchased directly from the airline and not from a travel agency. This will generate a cost savings to the agency. All airline tickets that are \$100 over the estimated cost on the TRA will require additional approval.

C. Request for Registration Fee – SEE I.C.

The Department will pay registration fees in advance for attendance at conferences. Only basic registration charges may be prepaid. Special functions and events may not be prepaid. Attach the registration form or invoice along with the agenda and TRA and submit to the Office of Finance, Accounts Payable Section.

1. All meals included as part of the registration fee must be broken out separately to the appropriate in-state (5050010000) or out-of-state (5050510000) budget code.
2. Any meal included in the registration fee cannot be claimed on a travel document even if the traveler chooses not to partake of the meal.
3. Requests for registrations should be prepared as far as possible in advance to take advantage of discounts and avoid late fees keeping in mind that it will take five (5) to seven (7) days for a check to be issued after the Office of Finance receives the purchase order.

D. Advances for Travel Expenses

Travel expense advances may be made subject to the following:

1. No travel advance shall be made to an employee for travel within the state without specific approval of the Department of Administration.
2. No travel advance shall be made for more than 80 percent of the estimated amount of the total travel expense, excluding airline transportation (however, see above concerning preferred use of PCard for airline ticket purchases).
3. No advance shall be made in instances where 80 percent of the estimated travel expense does not exceed \$250.
4. The agency, department or institution making advances shall keep such records of advances made in accordance with rules prescribed by the Comptroller General. If the Comptroller General shall furnish to the Department of Administration a statement that any agency has failed to keep

proper records of travel advances, the Department of Administration may withdraw the privilege of that agency for making travel advances.

5. The Comptroller General may require that travel advances must be submitted not later than seven (7) business days prior to the beginning of the trip for which the advance is requested.
6. When the travel assignment is completed, a voucher payable to the traveler shall be prepared for the total amount of allowable expenses incurred and paid. The traveler must then repay the cash advance when the voucher is processed for payment and the check issued to the traveler.
7. Travel advances must be approved by the State Superintendent.

E. Completion of Travel Claim

The Travel Support Document will be utilized by all employees for requesting reimbursement of expenses incurred and paid in the performance of travel on official business of the state. One Travel Support Document should be submitted to the Office of Finance by an employee when travel for the month is complete.

When extensive travel is required, the Travel Support Document may be submitted more than once in a month if the claim exceeds \$250. An individual is encouraged to submit a single travel claim for more than one month if the monthly amounts are small (less than \$75). The Travel Claim will be completed as follows:

1. The employee's name, employee vendor number, residence, and official headquarters must be provided on the appropriate lines. The agency number and date of preparation must also be provided. The agency number for the SCDE is H63.
2. In the columns labeled "DEP/ARR" place a "D" for departure and an "A" for arrival. Place the time of day in the column labeled "TIME" and use an AM or PM in the next column. In the column labeled "Destination of Travel," the place of departure and place of arrival must be provided.
3. Separate codes for in-state travel and out-of-state travel are provided. The destination of the trip will determine the classification of 1 (in-state) or 2 (out-of-state) of all expenses related to the trip. The applicable expenses in each classification will be recorded on the appropriate line.
4. Transportation cost must be listed in the following columns:
 - a. The "AUTO MILES" column is for the distance traveled between points in a privately owned vehicle. The distance should be reasonably close to the South Carolina Department of Transportation's official map or the mileage calculation reported on www.mapquest.com, or its equivalent. Vicinity mileage shall be

- shown as a separate entry. Mileage should be totaled and entered in the appropriate total block at the bottom and multiplied by the current mileage allowance.
- b. The "AIR TRANS" column is to be used only for recording the price of airline tickets purchased by an employee. These fares should be totaled and entered in the appropriate out-of-state total block.
 - c. The "OTHER TRANS" column is to be used to list transportation expenses for all other modes of travel. Such expenses should be explained on the travel document. These fares should be totaled and entered in the appropriate in-state or out-of-state total block.
5. The column labeled "PER DIEM" is for the exclusive use of non-state Employee Board Members and Special Committees. The per diem allowance shall be at the rate of \$35 per day. Full-time officers or employees of the state cannot be paid per diem allowances. The daily amounts should be totaled and entered in the appropriate total block.
 6. The "MEALS" column is to be used to record the combined (breakfast, lunch, supper) daily expenditures for meals for which the employee is eligible when overnight travel is required. The "ONE DAY MEALS" column should be used when overnight travel is not required. Dates, departure and arrival times, and departure and destination points must be provided in order to claim subsistence. Under normal circumstances, SCDE employees are not allowed reimbursement for one-day meals.
 7. A supplemental W-2 will be issued for the one-day meals. Employees will have to account for this on their tax return.
 8. The "LODGING" column is to be used to record actual expense on a daily basis, and a copy (showing a zero balance) of the lodging receipt must be attached. Lodging charges that are not optional, should be included as lodging expenses (i.e. phone access charges, security deposit box fee). It should be noted on the receipt that the charges were not optional.
 9. Miscellaneous expenses should be itemized on the "FROM" and "TO" line and the amount entered in the appropriate block. Examples of miscellaneous expenses include:
 - a. parking fees for which a receipt is obtained (Note: reimbursement for parking meters is not allowed),
 - b. business telephone expenses incurred while traveling on official state business and one personal phone call per night of lodging (not to exceed five minutes), and
 - c. portage.
 10. The "REGISTRATION FEES" column is to be used to record registration fees. Meals should be deducted from the registration fee and entered in the "Meals" column.

11. The amount entered on the line labeled GRAND TOTAL must equal the sum of TOTAL 1 and TOTAL 2. For non-state employee travel, the amount entered on the line labeled GRAND TOTAL must equal the sum of TOTAL 5021430000 and TOTAL 5021440000.

F. Submission of Travel Claim

1. The Travel Support Document must be signed by the employee and approved by the Director, Deputy Superintendent, designee, or State Superintendent in accordance with purchase approval guidelines. Directors may have authority to approve in-state travel support documents for office staff if hotel lodging is not over the federal lodging rate and cost of travel does not exceed \$2,000. Employee should check with their division deputy regarding signature authorization levels for travel. Signature requirements vary within the divisions of the agency.
2. The original Travel Support Document and original receipts must be submitted to the Office of Finance for processing of reimbursement. A copy of the completed and signed TRA form must be submitted with the travel support document.

G. Reimbursement Procedures for Members of State Boards, Commissions or Committees.

Members of state boards, commissions or committees whose duties are not full-time and who are paid on a per diem basis, shall be allowed reimbursement for actual expenses incurred while in travel status and on official business of the state. One person accompanying a disabled member of a state board, committee or commission on official business of the state shall be allowed the same reimbursement. Such members shall also be allowed reimbursement for actual expenses incurred for meals except that such costs shall not exceed \$25 per day for in-state and \$32 per day for out-of-state travel.

H. Travel for Disabled Employees

A disabled employee who is unable to use the most economical mode of travel due to his handicap may use the next most economical mode of travel available. In determining the next most economical mode of travel, the following items must be considered:

1. Cost of fare or mileage
2. Subsistence expenses incurred due to extra days travel, if any.
3. Lodging expenses incurred due to extra days travel, if any.

4. Other allowable expenditures incurred due to extra days travel, if any.

The cost figures used in determining the mode of travel must be attached to the Travel Support Document.

The Superintendent of Education must certify that the employee is disabled. He/she must also certify that the employee was physically unable to use the most economical mode of travel.

Expenses at the same rates allowed to state employees will be authorized for attendants traveling with state employees if the travel is required by the job.

I. Agency Head Business Expenses

The Superintendent of Education may receive reimbursement for business expenses while performing his/her duties, provided that receipts are presented when seeking reimbursement and justification is submitted to document the time, place, and purpose of the expense involved.

The Budget and Control Board has approved the following guidelines for reimbursement:

1. Amounts and descriptions (i.e. lunch, dinner, etc.) of each expenditure must be provided.
2. The time and place of each expenditure must be provided.
3. The business purpose of each activity, including a description of any business benefit derived or expected and the nature of any business discussions must be described.
4. The business relationship of other individuals must be established by providing names, title, occupations, or other pertinent information sufficient to establish the relationship.
5. No expenses shall be allowed for other state employees, board members, or legislative officials.

J. Non-State Employee Travel

Non-state employee travel claims should be completed using the same procedures provided for state employees. The amounts for in-state and out-of-state expenditures are not required to be separated.

K. Foreign Exchange Rates

Any foreign travel of a state employee will require prior approval of the Budget and Control Board regardless of the source of funds financing such travel. For the purpose of this regulation, foreign travel is defined as any destination outside the continental limits of the United States except Alaska, Hawaii, Canada, Puerto Rico, or the Virgin Islands.

If expenditure was made in a foreign currency, the amount requested to be reimbursed must be converted to American dollars. Exchange rates may be obtained from commercial banks.

L. Management of Long-Term Leases

Fleet cars that are leased and assigned to the SCDE must be reserved in the name of the office director. Other staff members may use the vehicles with the approval of the director. The office director is responsible for reviewing monthly usage reports before the usage reports are submitted to the agency liaison and is responsible for the accuracy of those reports.

III. INSTRUCTIONS FOR COMPLETING A TRAVEL CLAIM

Refer to the numbers on the travel claim and complete as stated below:

- (1) Name: Enter name of person submitting travel expense report. If the traveler is a state employee, the name must be the same as shown on payroll. Non-state employees should be instructed to enter their names exactly as they appear on their social security card.
- (2) Home Address/City/State/Zip: Enter residence address.
- (3) Employee or Vendor Number: Enter number as assigned to individual.
- (4) Name of State Agency: Enter the agency's name in which the payee is employed.
- (5) Official Headquarters - City: Enter address of official place of business. If located in the Rutledge Building, also enter the room number.
- (6) Check to be Mailed: Check block if check is to be mailed.
- (7) State Employee, Board Member-State Employee, Board Member-Non-State Employee, Legislator: Check applicable block. (Note: School district employees are non-state employees.)
- (8) Date: Enter the year. MO/DA: Enter the month and day on which the expenses were claimed.
- (9) DEP/ARR: Enter "D" to indicate departure and an "A" to indicate arrival at individual's official headquarters or residence.

- (10) Time: Enter the time of day only for departures and arrivals.
- (11) AM/PM: Enter AM or PM as applicable.
- (12) Destination of Travel: Enter the point of departure (i.e name of city) and the destination. Enter the same information for return. If travel was required while at the destination for which mileage is being claimed, enter the name of the city and type "vicinity". For a trip that is completed in one day and vicinity mileage claimed, there should be three separate entries. For a trip where no vicinity mileage was incurred, there should be two separate entries. If travel is not completed in one day, make a separate entry for each date on which expenses are claimed.
- (13) 1 or 2: Separate codes for in-state travel and out-of-state travel are provided. The destination of the trip will determine the classification. For in-state trips, use a code of "1." For out-of-state trips, use a code of "2." The applicable expenses in each classification will be recorded on the appropriate line.
- (14) In-State and Out-of-State Auto Miles - State Vehicle NOT Available: Enter the total number of miles traveled in a private automobile for each entry in the "Destination of Travel" column.
- (15) In-State and Out-of-State Auto Miles - State Vehicle Available: Enter the total number of miles traveled in a private automobile for each entry in the "Destination of Travel" column.
- (16) 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.
- (17) Meals: Enter the actual amounts expended not to exceed the maximum allowed by the Budget and Control Board Regulations when overnight travel is required. Also, see 24 for information on meals included in registration fees.
- (18) One-Day Meals: Enter the actual amounts expended not to exceed the maximum allowed by the Budget and Control Board Regulations when no overnight travel is required. Under normal circumstances, SCDE employees are not allowed reimbursement for one- day meals.
- (19) Lodging: Enter total amount expended for lodging.
- (20) Air Transportation: Enter the actual expense if air travel occurred on a commercial airline and was paid by the employee. Use of private aircraft within the state is reimbursed at the same mileage rate as for use of private auto; outside of state, reimbursed up to commercial airline rate.
- (21) Other Transportation: Enter expenses for transportation other than air or

private automobile. For example: bus, train, taxi, limousine, etc.

- (22) Miscellaneous Travel Expense: Enter business related expense incurred for non- transportation. Examples are parking fees, telephone, etc.
- (23) Registration Fee: Enter expense for registration fee paid by the traveler. When meals are included in the registration fee, the maximum amount allowed for meals per Budget and Control Board Regulations should be deducted from registration cost. This cost should be entered in column 18.
- (24) Total: Enter a total of amounts in items 17 through 24, for each line of data. This total will not add down for the grand total figure because mileage amounts are not included.
- (25) Total Auto Miles - State Vehicle Not Available: Enter total of auto mileage for the sum of code "1" and code "2."
- (26) Total Auto Mileage Reimbursement - State Vehicle Not Available: Enter the amount due for mileage (miles in item 26 x rate).
- (27) Total Auto Miles - State Vehicle Available: Enter total of auto mileage for the sum of code "1" and code "2."
- (28) Total Auto Mileage Reimbursement - State Vehicle Available: Enter the amount due for auto mileage (miles in item 28 x rate).
- (29) Total Per Diem: Enter the total for per diem for code "1" for in-state and/or code "2" for out-of-state.
- (30) Total Meals: Enter the total for meals for code "1" and/or code "2."
- (31) Total One-Day Meals: Enter the total for one-day meals for code "1" and/or code "2." Under normal circumstances, SCDE Employees are not allowed reimbursement for one- day meals.
- (32) Total Lodging: Enter the total for lodging for code "1" and/or code "2."
- (33) Total Air Transportation: Enter the total for air transportation paid by employee for code "1" and/or code "2."
- (34) Total Other Transportation: Enter the total for other transportation for code "1" and/or code "2."
- (35) Total Miscellaneous Travel Expenses: Enter the total of miscellaneous travel expenses for code "1" and/or code "2." Total Registration: Enter the total of registration fees for code "1" and/or code "2."

- (36) Total 1: Enter the sum of expenditure totals in items 27 through 37 for code “1.”
- (37) Total 2: Enter the sum of expenditure totals in items 27 through 37 for code “2.”
- (38) Grand Total: Enter sum of amounts shown in items 38 and 39.
- (39) Cost Center, Functional Area, Fund and Grant Number: Enter applicable accounting codes.
- (40) Contact Person and Phone #: Enter the name of the contact person within the originating office and the contact person’s phone number.
- (41) Signature: Payee enters signature and date. The Comptroller General will only accept original signatures signed in ink. No tracing is allowed. Signatures should be in blue ink to avoid questions concerning whether a signature is an original.
- (42) Approved By: Signature and date of the individual who has authorization to approve the travel claim. When approved by the deputy, directors may have authority to approve in- state travel support documents for office staff if hotel lodging is not over the federal lodging rate and cost of travel does not exceed \$2,000. Employee should check with their division deputy regarding signature authorization levels for travel. Signature requirements vary within the divisions of the agency.