

NUMBER: FINA 1.00
SECTION: Administration and Finance

SUBJECT: Travel – Employees and Students

DATE: March 26, 2015

REVISED: October 19, 2017

Policy for: All Campuses
Procedure for: Columbia
Authorized by: Vice President for Finance and Chief Financial Officer
Issued by: University Finance - Controller's Office

I. Policy

The University of South Carolina will ensure compliance with all university travel guidelines and procedures as governed by Federal and State travel regulations as it pertains to the reimbursement of employee and student travel expenditures. This policy is applicable to all travel, regardless of the source of funds used for reimbursement.

A. Travel is deemed to be official travel of the university conducting business of the university, to include but not limited to, attending professional meetings, special demonstration meetings and other related meetings. Expenses related to the cost of relocating/moving are not classified as travel and should follow university policy [FINA 1.08](#) Relocation Expenses. Students traveling as official representatives of the university and travel by sanctioned student organizations will be subject to the same policies and procedures as other university travelers except where noted in policy and procedures.

B. A traveler (employee or student) on official business is expected to exercise discretion when making travel arrangements and expenditures. As an agency of State, Federal and Private grant funds, each employee should use the following guidance when traveling:

1. Avoid excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment.
2. Travel by commercial airlines must be in coach or tourist class except where emergencies require an exception. Exceptions for first class airfare will be paid and/or reimbursed from funds other than operating funds (A Funds).
3. Automobile transportation may be used when air and ground transportation cannot be arranged satisfactorily, or to reduce expenses when two or more university employees are traveling together.
4. Transportation to and from business destinations should be by the most economical method. In calculating the most economical method, the travel time,

and any resulting extra funds used for meals and lodging costs should be considered in addition to transportation costs.

5. Travelers using Federal grant funds are required to fly on U.S. flag air carriers as stated in the Fly America Act. Contact Grants and Fund Management for details of Federal regulations or read the regulations at <https://www.tvlon.com/resources/FlyAct.html>.

6. A Travel Authorization (TA) must be completed before travel occurs. To comply with State reporting requirements, a separate TA must be prepared for each employee traveling. For Student Travel, a group TA is acceptable.

C. Reimbursement of travel and subsistence expenses of individuals will vary depending upon the circumstances and conditions, including the extent of benefit expected to accrue to the individual and the university. Each administrator shall determine the appropriateness of such travel and the extent to which the university is to participate in defraying travel and subsistence expenses.

1. It shall be the policy of the university that lodging may be reimbursed at actual expenses incurred up to a maximum of \$300 per day.
2. All travel reimbursements submitted are required to have the signature of the traveler certifying the amounts are true and correct and conform to Federal, State and University laws, rules, guidelines and procedures. Each traveler must submit their own reimbursement with signatures. The employee's supervisor must approve the reimbursement. The supervisor's approval is asserting that they are aware of the employee's travel and the expenditures appear to be reasonable.
3. This policy does not apply to reimbursement of travel for non-university employees.

D. The procedure for this policy provides details on the administration and management of travel for the university. The procedure is located at <http://web.admin.sc.edu/ap/formspage.php?id=Procedures>.

III. Related Policies

FINA 1.08

FINA 2.00

FINA 2.12

FINA 2.15

III. Reason for Revision

Policy revised due to change requested by Audit and Advisory Services regarding individual travel reimbursements and to comply with changes on federal regulations.