

TIP SHEET FOR TRAVEL

Individuals traveling on University business should do so only after submitting an approved Travel Authorization form to the Controller's Office.

Maximum reimbursement: State law provides that faculty and staff, while traveling on the business of the University, shall be allowed reimbursement for subsistence expenses incurred and paid. They shall, upon presentation of a paid receipt, be allowed reimbursement for actual expenses incurred for lodging up to a maximum of \$300.00 per night. Lodging expenses should be reasonable, taking into consideration location, purpose of travel or other extenuating circumstances. The employee shall be reimbursed for the actual expenses incurred in obtaining meals except that such costs shall not exceed the maximum per day meal allowance. (Source: BUSF 1.00 Travel policy) Some hotels, motels and car rental agencies may give a special rate to University and State employees.

In-State/Out of State Meals

When on travel status meals will be reimbursed based on time of departure and time of return up to the maximum allowance shown below. Receipts are not required. These rates are applicable to all sources of funds, Federal, State, etc.

Time of Departure	Time of Return		In-State	Out-of-State
Before 6:30 a.m.	After 11:00 a.m.	Breakfast	\$6.00	\$7.00
Before 11:00 a.m.	After 1:30 p.m.	Lunch	\$7.00	\$9.00
Before 5:15 p.m.	After 8:30 p.m.	Dinner	\$12.00	\$16.00

Foreign Travel-Meals

If receipts are not provided, only the maximum daily rate for meals as established by the Federal Government for travel in foreign areas can be claimed. When claiming reimbursement for actual expenses of meals that exceed the daily rate, receipts are required.

Lodging

Actual hotel/motel cost will be reimbursed not to exceed \$300.00 per day. Original itemized receipts for hotel or motel expenditures must be attached to the Travel Reimbursement voucher when the voucher is submitted for processing. Reimbursement will not be made for overnight accommodations within 50 miles of the traveler's official headquarters and/or place of residence.

Transportation

The method of transportation used by individuals will be the most practical and economical, with due consideration given to the time involved, extra meals, lodging costs and the mission to be accomplished. Travel in excess of 500 miles round trip should be by common carrier and preferably by air carrier because of the great savings in time over other types of conveyances. If a common carrier is to be used, the individual should contact a University approved Travel Agency.

Automobiles rented by the University for 30 days or fewer must be rented through private rental companies that contract with the state. For the Columbia area, Enterprise and Hertz can be used, both have multiple locations throughout the Midlands. Please see the State Fiscal Accountability Authority website for all state-contracted rental companies and rates: http://procurement.sc.gov/webfiles/MMO_spo/Contracts/Rental_CS-Verified.pdf. Rates include charges for the vehicle and insurance coverage, and agencies provide roadside assistance as

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needed. Travel needs beyond 30 days of service will be considered long-term lease and other arrangements can be made with University Vehicle Management.

Under varying circumstances, it may be appropriate to use a personal vehicle. University policy encourages air carrier for travel in excess of 500 miles round trip. However, if a personal vehicle is used, but a state-contracted vehicle is available, reimbursement rates are reduced to the lower rate. Generally, the University will not reimburse (regardless of the source of funds) for the use of a personal car within 10 miles of an employee's official headquarters and/or place of residence.

Mileage is reimbursed at the rate set by the State of SC. These rates are applicable for all sources of funds including Federal, State, etc. Individuals who travel on University business using a personal vehicle, even though a state-contracted car is available, the reimbursement rate will be 50 cents per mile.

If a state-contracted vehicle is not available, the reimbursement rate will be 54 cents per mile. For employee and student travel, a statement confirming the unavailability of a vehicle must accompany the TRV to be reimbursed at the 54 cents rate.

Note: the following expenses are non-reimbursable: Gratuities, Supplies, Service fee for using non-approved Travel Agency, USC Corporate Card transaction fee for ATM use, Copying charges, and Membership dues.